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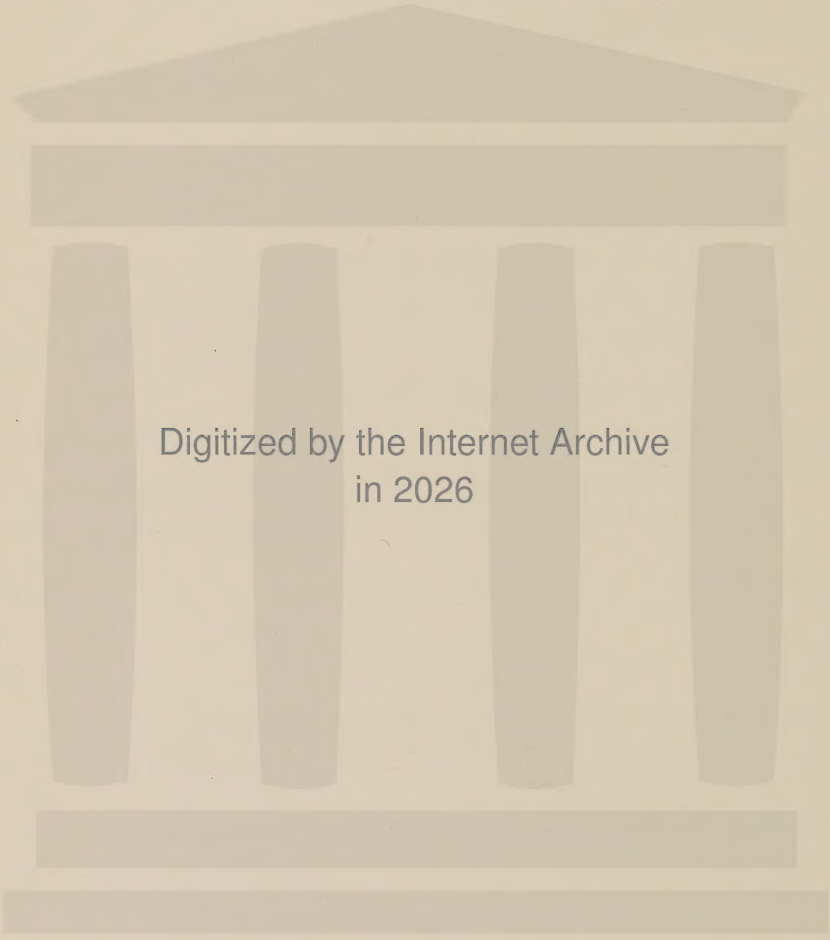
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THE AMERICAN ARCHIVIST

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# THE FRANKLIN D. ROOSEVELT LIBRARY[1]

FRANKLIN D. ROOSEVELT is the nation's answer to the historian's prayer. Never before has the White House sheltered a president who has had so clear an understanding and so sympathetic an appreciation of the historian's unceasing petition for the raw materials of his science. As a collector, he has to his credit the best private collection of source materials on American naval history in existence. As a public official, he has taken an active interest in the preservation of public archives and in seeing that as far as possible they be opened to the historian unhampered by traditional bureaucratic inhibitions. As governor and as president, he has carefully preserved the correspondence and other source materials of history that have accumulated in his office and has presented them to the nation so that they may be preserved for historical purposes.

The inspiration of Mr. Roosevelt's interest in the work of the historian is plain for all men of unbiased minds to see and understand. He has a highly developed sense of historical perspective. The possession of this faculty enables him to apply historical analogies to current problems more effectively, it seems to me, than any other contemporary statesman and gives him an uncanny ability to evaluate contemporary events from the historical point of view. Like Woodrow Wilson, he understands the respective roles which the statesman and the historian play in a nation's life. When a distinguished American historian asked President Wilson if he were planning to write a history of his own times, Wilson replied, "No, of course not. The trouble with you historians is that you think a man, in every one of his acts, is revealing a philosophy, some profound attitude that he has toward everything. The real fact is that everything is fed to a man in an executive position so fast that he has little or no time to

[1]A paper read at the third annual meeting of the Society of American Archivists, at Annapolis, Maryland, October 14, 1939.

exercise any thought of philosophy." I imagine that to such a question, President Roosevelt would return such an answer.

President Wilson's answer to the question was simply his way of saying that the statesman directs events, the historian interprets them. But the historian cannot perform his function unless the statesman provides him with the essential records. Ordinarily it is impossible for a man to forecast his own place in history or to know with any certitude whether his records will ever be of any historical value. One is safe in saying, however, that any man who has been freely chosen by the people of a great nation as their chief magistrate, whether he be a Washington or a Pierce, a Jackson or a Buchanan, becomes *ipso facto* an historical figure and his papers become indispensable sources for the study of the nation's history. For Mr. Roosevelt to pretend to doubt the truth of this fact in his own case would be for him to affect a mock humility which his own sense of historical perspective would instantly repudiate.

Papers of presidents are source materials of the highest value. Yet there are no White House archives. Each outgoing president makes a clean sweep of the file room of the White House. Upon retiring from office in 1797, Washington packed his papers and shipped them to Mount Vernon. Nobody questioned his right to do so. John Adams followed Washington's example because, as Professor Morison takes pains to explain, he detested Thomas Jefferson and did not like the idea that Jefferson "might go nosing around the Adams papers." When Thomas Jefferson took his presidential papers to Monticello, the precedent set by Washington became settled for all his successors in office.

So far as I have been able to ascertain, however, eighty-nine years passed after Washington shipped his papers to Mount Vernon before any president found it necessary to defend the claims of the presidents that their White House files were their private property. In 1886 Grover Cleveland opened his mind and heart on this subject during one of his daily quarrels with the United States Senate. The Senate had demanded that certain papers on file in the office of the attorney general bearing upon the president's action in removing a United States district attorney from office be transmitted to the Senate for examination. Cleveland peremptorily directed his attorney general to refuse compliance with this demand and in a characteristically vigorous and uncompromising message to the Senate made it pretty

plain that the Senate had no right to go nosing among his private papers.

> I regard the papers and documents withheld and addressed to me or intended for my use and action [he wrote] purely unofficial and private, not infrequently confidential, and having reference to the performance of a duty exclusively mine. I consider them in no proper sense as upon the files of the Department, but as deposited there for my convenience, remaining still completely under my control. I suppose if I desired to take them into my custody I might do so with entire propriety, and if I saw fit to destroy them no one could complain. . . . .
>
> They consist of letters and representations addressed to the Executive or intended for his inspection; they are voluntarily written and presented by private citizens who are not in the least instigated thereto by any official invitation or at all subject to official control. While some of them are entitled to Executive consideration, many of them are so irrelevant, or in the light of other facts so worthless, that they have not been given the least weight in determining the question to which they are supposed to relate. . . . .
>
> Are these papers to be regarded official because they have not only been presented but preserved in the public offices?
>
> Their nature and character remain the same whether they are kept in the Executive Mansion or deposited in the Departments. There is no mysterious power of transmutation in departmental custody, nor is there magic in the undefined and sacred solemnity of Department files. If the presence of these papers in the public offices is a stumbling block in the way of the performance of Senatorial duty, it can be easily removed.
>
> The papers and documents which have been described derive no official character from any constitutional, statutory, or other requirement making them necessary to the performance of the official duty of the Executive.

After this bomb had exploded on Capitol Hill the Senate thought it the part of wisdom to drop the controversy!

The papers of presidents are not official, but they lose nothing in historical value, indeed they gain much, from this fact. Nor does this fact lessen the moral if not the legal obligation of their owners to preserve them for the benefit of posterity. This, however, is an obligation that few ex-presidents have been able to meet out of their private resources. I recently heard the daughter of a former president feelingly describe the heavy physical and financial burden that her father's papers imposed upon his family while they were trying to reduce them to some semblance of order preparatory to depositing

them in the Library of Congress. During the first century of our national life, neither ex-presidents nor their families took their responsibility for their papers so seriously. The family attic was the customary repository for such possessions. Professor Morison vividly describes the tragic results. Presidential papers, he writes, were frequently destroyed by tidy widows or careless servants or burned by ignorant and lazy executors. Official biographers often destroyed valuable documents to protect the reputations of their subjects or prevent the growth of ill-feeling among surviving statesmen. Heirs of former presidents graciously gave valuable letters as souvenirs to friends, hero-worshippers, and autograph "fans." Children, playing in the attics on rainy days, amused themselves by scrawling crude pictures on priceless manuscripts and cutting paper dolls out of papers that registered forgotten ambitions or recorded political tempests. Most of the papers of "Old Tippecanoe" (and Tyler too), were burned by accident. Grant is said to have destroyed his; at least, no part of them is known to exist. The papers of four presidents have been deposited in private historical societies and those of three others have become the nuclei of memorial libraries privately owned and controlled.

In many cases the remnants of what were once great accumulations are so few that they can no longer be designated as "collections." Thrifty heirs of nine presidents sold what remained of their papers to the government for sums ranging from $500 to $55,000. Altogether, the government has expended $170,000 in the purchase of papers of former presidents. Recent ex-presidents and their families have shown a more liberal and intelligent attitude by designating the Library of Congress as the depository for their papers—in most cases with restrictions on their use. The Library of Congress has done a magnificent service in building up its collections of presidential papers, yet few of these collections are intact. A single illustration may be cited. The largest single collection of Jefferson papers is in the Library of Congress, but other large and important collections may be found in the Massachusetts Historical Society, the Historical Society of Pennsylvania, the Buffalo Historical Society, the American Philosophical Society, the Missouri Historical Society, the Pierpont Morgan Library, the Yale University Library, and the Virginia State Library, while smaller collections are widely scattered over the country in many other depositories and in private hands.

Mr. Roosevelt was fully aware of these conditions when he came to consider the ultimate disposition of his own papers. He has at different times explained the reasons that led him to adopt the plan which has grown into the Franklin D. Roosevelt Library. Perhaps, first of all, he had become appalled at the flood of records that daily pours into his office. Whereas President Hoover received an average of 400 letters a day, President Roosevelt has been deluged with a daily average of over 4,000. Half way through his second term there had piled up in his files more than 6,000,000 pieces of manuscripts.

The president had also taken note of a recent development in the making of records which is of vast significance not only to the contemporary statesman but also to the future historian. "We have," he said, "vehicles of communication that we never had before. . . . . We are able to get our ideas across from one end of the earth to the other in much shorter time than even ten or twelve years ago. Some of us not long ago, in September [1938], listened on a Monday afternoon, at two o'clock, to the personal voice of the leader of the German State [in a speech] made in the Sports Palace. The next day the American people, at the same hour, heard the . . . voice of Neville Chamberlain telling his democracy and a great many other democracies the story that the English speaking peoples had to tell. There are a great many things besides mere documents and I hope very much that in this collection that is to be got together, we will have not merely letters and the written words but we will also have, as a part of the collection . . . the spoken word that is being recorded in every country, and recorded in such a way that the records can be permanently maintained for posterity. In other words, the human, the individual factor will enter into the writing of modern history far more greatly in the future than it has in the past." The president's own collections contain 150 recordings of voices of contemporary leaders throughout the world, and about two hundred reels of motion pictures which show these leaders in action. None, I suppose, will question the importance of these records for the historian, but few seem to realize that their preservation and use require equipment and technique quite different from those required by paper records and seldom found even in modern libraries.

One other thought entered into the president's decision. He believes that the political, economic, and social development of the United States since about 1928 marks this period as a distinctive era

in our history. I venture to guess that thoughtful students of history and government will agree with this appraisal of the period. It matters not at all whether one approves or disapproves of this development; it can scarcely be doubted that it will be the subject of study by historians, political scientists, economists, sociologists, and other scholars for generations to come. For such studies the papers of Franklin D. Roosevelt and his associates in his two administrations will be indispensable. "There have been gathered here in Washington for the last six years," the president said in discussing his plans, "a very large number of men and women who have left their private occupations and come here to Washington to do service for their Government. They have occupied positions of great importance in the Nation, in almost every line of Government activity. . . . They have rendered splendid service; they have accumulated, each and every one of them, a large personal mass of historical material. I hesitate to speak to any of them and suggest that they could supplement this collection that is to go to Hyde Park by the presentation of their own papers and yet I am perfectly certain that [there are many of them] who, perhaps, may not have any other disposition of their personal papers in mind, who may not wish to leave them to their own children, who may not have some particular college library to give them to. . . . I am in great hopes that a large amount of other material will find its way ultimately to this library at Hyde Park [thus building up there] what might be called a source-material collection relating to a specific period in our history."

It is evident that the president had no thought that the library at Hyde Park would be a memorial to himself, nor did he suggest that it bear his name. This suggestion came first from a committee of scholars, of which Waldo G. Leland is chairman, whom the president had asked to advise him as to the plans for a building and for the equipment, organization, and scope of the proposed library. This committee was unanimous in its agreement with the president that the library should not be general in scope but should be carefully restricted to the historical materials donated by Mr. Roosevelt and such related materials as might be acquired from other sources. But how could this restriction be made clear to the general public? The answer to this question immediately raised the further question of a name for the library. Several names were proposed, discussed, and rejected as not being sufficiently indicative of the library's scope and

purpose. During the discussion attention was called to the fact that in the case of other libraries that had been built around collections of particular persons—notably the Rutherford B. Hayes Memorial Library at Fremont, Ohio, the Hoover Library on War, Revolution, and Peace at Stanford University, California, and the Harding Memorial Library at Marion, Ohio—a similar objective had been attained by calling the libraries by the names of the men whose collections are housed in them. This precedent seemed to the committee to be both wise and proper, and it accordingly decided to recommend to the president that the proposed library at Hyde Park be called the Franklin D. Roosevelt Library.

When the committee's recommendation was presented to him, Mr. Roosevelt earnestly demurred. He preferred that it should be called the "Hyde Park Library," but objection was made that this name was not sufficiently distinctive since there are six other Hyde Parks in the United States and Hyde Park, New York, already has a public library bearing that name. "Crum Elbow Library" was suggested, and, as Crum Elbow was a part of the original tract of land from which the site of the library would be carved, the president thought the suggestion "swell." But nobody else agreed with him, and the president of the United States found himself unanimously overruled by a "packed" court entirely of his own choosing.

The president studied his problem from every angle before arriving at a solution. That solution was to carve out of his Hyde Park estate a sixteen-acre lot, to have erected thereon with private funds a modern fireproof building to serve as a permanent repository for his papers, books, and other historical material, and to donate the whole as a completed project to the United States to be maintained for the benefit of the public. Furthermore, he proposed that at his death, the rest of his Hyde Park estate, including his residence, should also become the property of the United States to be used for such public purposes as Congress should determine.

Before making his plan public, the president submitted it for consideration to an advisory committee composed of representative American scholars whose opinion of it he solicited. Perhaps it may be of interest to enumerate some of the considerations that led this committee, after careful examination of the plan, to express its enthusiastic approval.

The committee, in the first place, was emphatically of the opinion

that the president's collections are too voluminous to be adequately preserved and administered as a private library and too important as source materials for the study of recent American history to justify their being held permanently in private custody. It agreed with the president that, since the great bulk of the material post-dates the year 1928, the collections should be preserved and administered as a unit, and that additions to them from other sources should be restricted to related material. It welcomed the president's plan as an opportunity to set up for the first time in this country, under federal control and for the use of the public, an extensive collection of source material relating to a specific period in American history.

In the second place, the committee felt that under modern conditions decentralization of such collections has certain definite advantages. It pointed out that the bulk of source materials for American history is becoming so great that if they should be concentrated in a few great repositories custodians would soon become so swamped with problems of storage and administration that they would be utterly unable to give many of their collections the attention their importance deserves. Such a condition would be a serious handicap to scholars. Decentralization will not only mitigate this condition but will also reduce the hazards from fire, war, and other calamities. Furthermore, the committee was of the opinion that the increase in the number of research centers would tend to encourage and stimulate research in American history throughout the country and enrich the cultural traditions of the American people. Whatever disadvantages might have attended such decentralization in the past are, in the committee's opinion, now largely discounted by modern facilities for transportation and communication, by the modern practice of publishing guides and lists, and by the development of modern photographic methods of reproduction.

Another advantage that impressed the committee is the proximity of the proposed library to the president's Hyde Park residence, which will enable Mr. Roosevelt to give his assistance in the arrangement, maintenance, and development of the collections. As the distinguished author of *America in Mid-Passage* said, it would add greatly to the value of the collections if the president would annotate the more important documents, making notes and comments that will show which were influential in determining decisions in important matters, and how, and why.

Finally, the committee considered that Hyde Park is a peculiarly appropriate place for such a repository. Situated on one of the most heavily traveled roads in the country, it is in easy reach by train or automobile of the great research centers in the New England, Middle Atlantic, and Middle Western states. Moreover, it would be difficult to find a place more stimulating to the student of American history. Nature and man have worked in harmony to endow the whole region richly with beauty and tradition. The Franklin D. Roosevelt Library itself will be erected on historic ground. Derived from the Crown of England nearly two and a half centuries ago, the title to the site comes finally to rest in the United States of America. During these years many distinguished names, beginning with William of Orange and ending with Franklin D. Roosevelt, have been associated with the history of the site. In 1697, William III granted to Caleb Heathcote, lord of the manor of Scarsdale, eminent as merchant prince, statesman, and churchman, and eight others only less distinguished a patent to an immense tract of crown land lying between the Hudson River and the New York-Connecticut boundary line. This princely grant later became famous in New York history as the "Great Nine Partners Tract." During the two centuries that followed, it was divided and subdivided innumerable times. In 1867 one of these subdivisions known as the "Wheeler Place" was acquired by James Roosevelt, and there his son Franklin was born and grew to manhood. By his will, James Roosevelt devised the "Wheeler Place" to his wife, Sara Delano Roosevelt, for life and thereafter "unto my son Franklin D. Roosevelt forever." On July 24, 1939, before the American vice consul in Paris, Sara Delano Roosevelt executed a deed releasing her life estate in sixteen acres of the "Wheeler Place" to her son Franklin, and on the same date, at Hyde Park, Franklin D. Rosevelt and his wife Eleanor Roosevelt executed a deed conveying this tract to the United States of America "in trust to be utilized as a site for the Franklin D. Roosevelt Library."

His plan having received the approval of his advisory committee, the president announced it at a White House press conference, December 10, 1938. The legislation necessary to carry it into effect was passed by the Seventy-sixth Congress at its first session and approved by the president on July 18, 1939. Briefly, those sections of the act relating to the Franklin D. Roosevelt Library provide for its acceptance by the United States and place it under the administration of

the archivist of the United States. The act authorizes the archivist to accept from Franklin D. Roosevelt "such collection of historical material" as he shall donate and to "acquire for the said Library from other sources, by gift, purchase, or loan, historical books related to and other historical material contemporary with and related to the historical material acquired from the donor." It creates a Board of Trustees of the Franklin D. Roosevelt Library who are "authorized to accept and receive gifts and bequests of personal property and to hold and administer the same as trust funds for the benefit of the Franklin D. Roosevelt Library." Either the principal of such trust funds, unless otherwise restricted by the instrument of gift, or the income from such funds may be used in the purchase of equipment and historical material and "in the preparation and publication of guides, inventories, calendars, and textual reproduction of material in the said Library." Subject to such regulations as the archivist may prescribe "governing the arrangement, custody, protection, and use of the historical material" in the library, all such material "shall be available to the public free of charge." Finally, the act pledges the faith of the United States to "provide such funds as may be necessary for the upkeep of the said Library and the administrative expenses and costs of operation thereof, including the preservation and care of historical material acquired under this title [the act], so that the said Library shall be at all times properly maintained."

Plans for the building were made by Mr. Louis A. Simon, supervising architect of the Public Works Administration, who so ably supervised the erection of the National Archives Building. To those familiar with Mr. Simon's work, no other assurance is needed that the building will be worthy of the purpose to which it is dedicated. The building is now under way and will be completed during the summer or early fall of 1940.

A recent survey of the material which the president will have ready for immediate transfer to the building shows that it consists of the following collections:

I. *Public and personal papers.*

These include practically all Mr. Roosevelt's incoming and copies of practically all his outgoing correspondence, as well as other material covering the years of his services as New York state senator, 1910-1913; as assistant secretary of the navy, 1913-1920; as governor of

New York, 1929-1933; and as president of the United States. They include also a large volume of political material, especially material relating to the presidential campaigns of 1920, 1924, 1928, 1932, and 1936, and an accumulation of other material of a miscellaneous character.

II. *Historical manuscripts, maps, paintings, etc.*

These consist of material relating to American history, especially the history of the American Navy since 1775, which over a period of many years Mr. Roosevelt has collected from various sources. They include letters, log books, and other manuscripts and also paintings, drawings, prints, and models of many famous American naval vessels.

III. *New York state material.*

This group embraces a comparatively small but historically valuable collection of material relating to the history of the state of New York.

IV. *Books and pamphlets.*

Mr. Roosevelt's library contains approximately 15,000 books and pamphlets. Some of them are rare items, many are autographed copies received from the authors, and the great bulk of them are important works on American history.

A survey of the material now stored in Washington shows that the papers and books occupy between 5,000 and 6,000 linear feet of shelf space. Other items include over 400 pictures and prints of sizes varying from 12 by 18 inches to 36 by 48 inches, in addition to many smaller ones, and 37 ship models. At Albany, New York, there are, in addition, approximately 50 boxes, 2 by 2 by 2 feet in size, containing the personal and unofficial papers of Mr. Roosevelt's two administrations as governor of New York. There is also a considerable miscellaneous collection at Hyde Park, which has not yet been surveyed.

If there had been no dissentients to the president's plan, even among historians, one would have thought the millennium in all its peace and glory had suddenly burst upon mankind. In that event we should have been too busy with our crowns and harps to care whether historical records of any kind be preserved or not. But a rapid scanning of the headlines in this morning's papers reveals no

indication that the millennium is peeping at us over the rim of the world. We may as well continue to concern ourselves with mundane affairs and join with Charles Beard in welcoming "President Roosevelt's project for preserving his records and making them available to the public for all time, at one spot and in a safe depository," as "so well conceived and so generous" that it needs no arguments to justify it.

R. D. W. Connor

Archivist of the United States

# THE PROBLEM OF RECORDS FROM THE STANDPOINT OF MANAGEMENT

## I. Orientation

IN SEEKING the solution of a difficult problem, it is sometimes helpful to view it from a distance, so that it may be brought into a proper perspective. In approaching the problem of records from the standpoint of management, this orientation is achieved, as the management of an organization is concerned not only with its records, but with every other factor essential to its proper functioning. By way of introduction, therefore, let us inform ourselves concerning the nature of an organization and its functions.

### A. *The Nature of Organization and Function*

The device of organization is resorted to for the purpose of accomplishing large-scale enterprise beyond the scope of an individual. The resulting structure has been defined as the "combination of the necessary human beings, materials, tools, equipment, working space and appurtenances, brought together in systematic and effective correlation, to accomplish some desired object."[1] The human beings within an organization are associated in accordance with one of a number of possible plans, one of the most effective being the hierarchy. In this form, organization is accomplished through the process of the delegation of power and authority from its fountainhead at the top, where it resides in a single individual, downward through various widening levels, so that the whole structure resembles a triangle, each part of which has its special function to perform, the objectives of which are all directed towards the major goal of the organization.

The functions of an organization, or the work to be done in the attainment of its objectives, have two essential elements: (1) the field of activity in which they take place, or their subject matter; and, (2) the type of energy expended by the personnel in their performance, which we shall call "faculty." When it is considered that all record material is a by-product of function, these two elements of function, subject matter and faculty are particularly significant to us as an aid in the understanding of the nature of record material, which

[1] Schultze, J. W., *Bulletin* of the Taylor Society, IV (Aug., 1919), 3.

understanding must, of course, be a prerequisite to the proper administration of records.

The functions of an organization with respect to this element of faculty fall into certain classes common to all organizations. As during the performance of functions in each of these classes, distinct types of record material accumulate and remain as the evidence of such performance, it is important that we recognize these various classes wherever they may be located.

B. *The Organization and Functions of the Treasury Department*

For example we shall take the Treasury Department, as that is the organization with which I am most familiar. It is, like most of the administrative agencies, a hierarchy, whose structure may be represented by a triangle. For the sake of our theme, we shall divide this triangle into three sections by horizontal lines.

In the apex will be found the secretary, the under secretary, and three assistant secretaries of the Treasury. In them reside political responsibility, and they exercise the faculties of policy determination and final executive decision in all fields of Treasury activity, within the framework of the policies laid down by Congress, the president, and the Supreme Court.

In the middle section of the triangle are all those officials who report directly to the secretary, the under secretary, or an assistant secretary, and who constitute the higher staff of the Treasury. Their functions are policy formulating in character, and fall into four easily discernible classes, including those exercised by the administrative, advisory, executive, and promotional faculties. All matters involving policy pass through this section of the triangle, where they are considered from special points of view; and documents enunciating policy are prepared or reviewed before they are signed by a policy determining official.

The administrative functions have for their objective the organization of the department, the co-ordination of its activities, and its maintenance in such condition that it can effectively fulfill its functions.

The advisory functions consist of the conduct of legal and economic studies and the interpretation of facts and conditions from the legal and economic viewpoints, in all fields of Treasury activity.

The executive functions are performed by the heads of bureaus who control the operating units and who form the link between them

and the office of the secretary. In the formulation of policy, they contribute advice with respect to the needs and experience of the operating units in the particular fields of activity over which they have control.

The promotional functions have for their objective the establishment of good relations between the government and the people to be governed, during which the public is informed concerning the requirements and activities of their government.

Finally, at the base of the triangle will be found officials in charge of operations, each one having a special field of activity for which he is responsible. Here the policies that have been laid down are applied, and here the laws are executed. Thus all the functions of the Treasury have been provided for somewhere in the hierarchy.

### C. *Typical Functions and their Relation to Record Material*

As the various classes of Treasury functions described above are typical of those of all organizations, they are summarized as follows:

1. Policy determining, exercised by the political faculty;
2. Policy formulating, exercised by the administrative, advisory, executive, and promotional faculties; and
3. Policy applying, exercised by the executive faculty.

Just as these functions are typical and fall into certain classes, so does the record material they engender fall into typical series. These series, as I have identified and named them, include:

1. General and miscellaneous records, contained in general series, mixed series, and nonrecord series;
2. Policy records, contained in main series and auxiliary series;
3. Administrative records, contained in main series and auxiliary series; and
4. Operating records, contained in operating series.

As this paper is designed merely to bring into focus the various ramifications of the problems involved in record administration, a detailed explanation of these series will not be attempted here.

## II. The Nature of Records

Turning towards the problems of record administration, our first concern must be to determine the scope of this function, which, of

course, depends upon the definition of records. In actual practice, it is not always easy to distinguish between records and other types of documents belonging to an organization.

### A. *Documents*

Webster defines a document as "an original or official paper relied upon as the basis, proof, or support of anything else;—in its most extended sense, including any writing, book, or other instrument conveying information; any material substance, as a coin or stone, having on it a representation of the thoughts of men by means of any species of conventional mark or symbol."[2] It is evident that this definition is broad enough to include all the property of an organization except such purely physical things as buildings, furniture, equipment, and the like.

### B. *Record and Reference Material*

Record material may be defined as "documents received or produced and accumulated in an organization during the performance of function, of which it is a by-product and an essential part, and remaining as evidence of such performance." It is not sufficient, however, to determine what records are, but also what they are not. For instance, the material ordinarily kept in the library of an organization (which we shall call "reference material"), falls within the definition of "documents" but not of "record material," in that it is procured and collected for reference purposes only. Between these two classes are many borderline cases which must be settled. The criterion, however, should not be a matter of the form of the material, but rather of its functional origin and use.

### C. *Other Documents*

There is still another class of documents produced in the organization which does not come within the definition of record material in that the documents do not "remain as evidence." They are original letters written to people outside the organization, and other documents destined to be sent out. These include not only typewritten documents but also duplicated and printed matter. It is important, however, that one copy at least of every document sent out of the organization be retained as record material. It is also permissible for *extra* copies to be retained, not as record material, but for reference use only. Stocks

[2] *Webster's New International Dictionary*, second edition (1937).

of extra copies kept on hand for distribution are not, of course, record material.

In the determination of what is and what is not record material, the fact should be borne in mind that record material is the only evidence that remains of the history of the organization, and what remains should tell a complete story.

## III. Record Functions

The objectives of the record functions are:

1. The receipt, custody, and care of the record material belonging to an organization;
2. Its maintenance in such condition that the material and the information contained therein may be readily available; and
3. Its proper final disposition.

These functions fall into three main classes. The first I have called "accumulation"; the second, "organization, maintenance, and service"; and the third, "custody, control, and disposition." Underlying all of these is the notion of order. As it is the essence of orderliness that there be a place for everything, it is necessary that official depositories or file rooms be designated within the organization, where record material may be kept when it is not in use, and that appropriate controls be maintained over the material as it flows throughout the organization.

### A. *Accumulation*

The functions of "accumulation" revolve around the sources or origins of record material. Incoming matter must be received and distributed throughout the organization to the appropriate officials for attention. Some of the questions to be decided here are:

1. Where shall the incoming material be received—in a mail room independent of the file room, or in the file room?
2. What mail shall be delivered to the addressee unopened?
3. Shall a record of incoming mail be made, and if so, what kind, and in what form?
4. What control techniques shall be used, such as time-stamping, numbering, and initialing?
5. Shall the previous papers be attached to the incoming material before it is sent to the appropriate official?
6. Shall a follow-up of incoming matters be maintained?

The answers to these questions, of course, will vary according to the circumstances, which should be carefully considered before decisions are made.

Material prepared within the organization consists of matter to be sent out, matter to be retained for record purposes, and matter to be retained for reference use only. Among the questions to be decided here are:

1. Shall regulations for the preparation of documents be prepared?
2. Who shall dispatch outgoing mail?
3. Shall a record of outgoing mail be maintained, and if so, what kind, and in what form?
4. When and how shall this class of record material pass into the custody of the record personnel?
5. What control techniques shall be used to indicate custody, such as time-stamping, numbering, and recording?
6. What disposition shall be made of nonrecord material?
7. Shall the file room maintain stocks of extra copies of printed and duplicated material for distribution?

These functions of accumulation cover the period in the life history of record material from the time it is received or produced in the organization to the time it is first received in the file room which is to be its official resting place.

### B. *Organization, Maintenance, and Service*

Perhaps the most important function of record administration is that of organization, as upon it depends the effectiveness of the reference service. It must be said at the outset that the problem of organization must not be confused with that of location or custody. Organization deals with the physical arrangement of the material, regardless of where it is located. The first question that must be decided is, shall all the material within the organization be subject to a unified plan of organization, or shall the material accumulating in various offices be treated as independent unrelated problems. The answer to this question should be determined in the light of a number of principles.

The object of organization is to provide a definite place in which any given document belongs. We have already shown that documents are a by-product of function, so the question refers back to the nature

of function. If a unit of the department or agency is so organized that all of the functions of the department performed in a given field of activity are contained in that unit, then it is feasible to consider the problem of its records independently. However, it must be pointed out that all the functions of an agency are directed towards its major objective, and are, in consequence, interrelated. Therefore, it is my belief that the basis of organization of record material within an agency should be function rather than unit of organization.

One of the great accomplishments in the field of archival economy has been the discovery of the principle of provenance, or, as the French call it, *respect pour les fonds*. According to this principle, record material should be organized with respect to its source. I believe the discovery of this principle is as important to archival economy as the discovery of the law of gravity is to physical science. However, I would add a corollary to the archival principle of provenance: "The organization of record material should reveal the functional history of the institution in which it was engendered." This principle would no more overthrow the principle of provenance than the discovery of the law of relativity overthrew the law of gravity. It merely cast more light upon it. If we really go back to the source of archival documents, we must go beyond the unit of organization in an agency to function, for the unit of organization is merely an instrument for the performance of function. If several units of organization work together in the attainment of a single objective, the records they engender should be regarded as a unit in the organization scheme.

There is so much substance to the functions of organization, maintenance, and service, that further consideration cannot be given to them in so general a paper as this. However, I would say with reference to "service," that there is very much room for further development in the direction of creating finding data and giving extension service. The results of certain experiments I have tried in this field have been most gratifying to the Treasury. The need for further development along these lines is apparent when we consider the importance of the business of government today.

### C. *Custody, Control, and Disposition*

There still remains to be considered the question of custody, control, and disposition. The fact that documents are constantly coming

into existence and accumulating indicates the necessity of control. During their life cycle they pass through the following periods:

1. The period of accumulation and current use;
2. The period of infrequent governmental use; and
3. The period of historical use.

It is axiomatic that the material should be located near the people who are to use it most frequently. This requirement necessitates that record material be not kept in the same place throughout its life cycle. It is indicated, therefore, that current file rooms be established in convenient locations within the organization to hold the material during the period of its accumulation and current use; that file rooms located within the organization but more remote from current activities be established to hold the material during the period of infrequent governmental use; and finally, that there be a permanent establishment outside the organization where material of historical use may be permanently preserved. Responsibility for the custody and control of the material thus placed should be definitely fixed.

As one period in the life cycle merges into the next, the necessity of the transfer of the material arises. In this connection, it is important that the current file rooms located near the current activities of the organization be kept free from the incubus of increasing volumes of material infrequently referred to within the organization. This growing volume includes not only the valuable material that must be saved, but also ephemera of value only during the period of accumulation, the loss of which would in no way make incomplete the functional history of the organization. It is very important, therefore, in the administration of these current file rooms, that, at stated periods, time be allotted for the weeding out of useless documents for disposal and transfer of valuable documents to noncurrent file rooms.

Likewise, at frequent intervals, as material in the noncurrent file rooms passes into the third stage of its life cycle, arrangements should be made for its transfer to the central archival depository.

Much remains to be done in the various government departments and agencies in providing for the performance of these periodic functions. Until they are performed in truly effective fashion, the ever present space problem which is such a bugbear to administrative officials will always be with us.

In the direction of control over the accumulation of record material

in current file rooms, much can be accomplished. I have experimented in the taking of annual inventories with most desirable results, not the least of which has been the possibility of estimating more accurately future needs of space and equipment. The indications are that a system of accountability of record material belonging to an organization can be developed.

In this paper I have tried to bring into focus all the problems in the field of record administration with which management must be concerned. No doubt many of you will think that the considerations discussed here are far removed from the everyday problems that arise within your own jurisdictions; but the types of problems that management must solve condition all those that arise in the individual file rooms of an organization. We must, after all, begin at the beginning, and that lies in the province of management.

HELEN L. CHATFIELD

Treasury Archivist

# SPECIFYING INKS AND PAPERS FOR GOVERNMENT OFFICES

FOR MORE than forty centuries man has been trying to find and perfect a record ink which would adequately convey to posterity an account of his actions, feelings, and hopes. The earliest inks were those made from the juices of berries; then more ambitious souls gathered shells from the sea shore, which, when ground fine and mixed with water or other liquefying agents, became the conveyor of the scribe's message to a limited posterity. These inks were applied with a brush made either of chewed fiber or of hair. According to Carvalho, the first writing appeared between 1500 and 1800 B.C.

Specifying inks for government offices had its beginnings in the United States in 1894 when the legislature of Massachusetts authorized a standard ink and provided a penalty for failure to meet the adopted requirements. This standard was submitted to manfacturers and after bids had been received, a supply was purchased for the state by the secretary of the commonwealth who had the care of its distribution to all record offices in the state. Curiously enough, the ink approved was one of the iron gall tannate inks, similar in content to that which was concocted in the twelfth century from an effusion of gall nuts procured from oak trees in eastern Europe. The standard ink of Massachusetts was used as standard by Connecticut in 1895 when the legislature of that commonwealth passed the following law: "No person having the care or custody of any book of record or registry in any of the departments or offices of the state, or of any county, city, town, borough, or probate district therein, shall use, or allow to be used upon such books, any ink excepting such as is furnished by the secretary of this state." Section 3 of this same law states that "the inks so furnished, before acceptance by the secretary, shall be examined by a chemist to be designated by the secretary," etc. Soon after this, the federal government in its treasury department began ink standardization for use on official records.

Since 1903, supervision in the state of Connecticut has been in charge of the examiner of public records. This office was created by the legislature following advice from a commission which had been previously appointed. The duties of the examiner of public records are as follows: "Such examiner of public records shall cause such

action to be taken by persons having the care and custody of public records as may be necessary to put such records in the custody and condition required by the laws relating to such records and to secure their safety and preservation. . . ." "Before the examiner of public records shall approve of any ink, he shall cause a number of distinct and separate brands to be examined as to quality by a state chemist, and give his approval of not less than four different brands or manufactures, and the inks so approved shall be standard inks for use in this state."

The latest tests of inks and ribbons in Connecticut were made in 1938 after a special appropriation of six hundred dollars had been set aside by the state legislature for this purpose. At that time, twenty-five inks were placed in blank bottles which were then numbered. Concurrently, all identification marks were eliminated from fifty-five typewriter ribbons, each of which was given a number; the key in all cases being retained in the examiner's office so that the state chemist might not be influenced in either his test or report. Care had been taken to purchase all samples from retail stock excepting of course those few ribbons manufactured by mills having no retail outlet. The ink test covered first the "Chemical and Physical Characteristics" of each sample. Under this section, the sample was tested for sediment after twenty-four hours; for mold, scum, and sediment after two weeks with an opportunity to score ten points. The amount of iron contained in each one hundred cubic centimeters was determined with a minimum standard rating of five. In a "Streak Test," the character, color, amount of striking through, blackness after one week's time, and action on steel pens took a minimum standard rating of five points.

In "Effect of Reagents," the second subdivision of the "Streak Test," the samples were tested for loss of color after having been immersed in water twenty-four hours and in a fifty per cent alcohol solution for twenty-four hours. Samples were also immersed in a bleaching solution for varying periods, fifteen minutes, one hour, and twenty-four hours, with a minimum possible rating of ten points.

"Fading" was the final subdivision of the test. Each sample was subjected to ultra-violet light for a period of forty-eight hours with a minimum acceptable rating of seventy points. A possible maximum of one hundred twenty points might be obtained for the combined test but a minimum of one hundred points must be obtained. Actually only five of the twenty-five inks attained a record of over one hundred

and of these, one was a carbon ink and would not be considered by the state chemist.

The length, thickness, and width of typewriter ribbons were measured to indicate which ribbon contained most value in proportion to its cost. The "Character of Ribbon" (thread count, evenness of edge, and imperfections) has much to do with the quality of the work produced. The "Character of Writing" (basic color, oiliness, smudging, and typefilling) determines whether or not the ribbon will produce an evenness of writing and one which will force into the paper a sufficient quantity of ink to make a suitable permanent record. The "Life of Ribbon," which includes a wear-down and recovery test, indicates the amount of time the operator can safely continue to use the ribbon for record purposes. "Fading" is tested by a similar procedure used in the ink test, and the importance of this part of the test is indicated by the fact that our standard, which has a total of one hundred points, allots sixty of these to fading qualities in the ribbon. To pass the Connecticut test, ribbons must attain a minimum of eighty-five points. Of the fifty-five ribbons tested, thirty-nine were approved. In both the ink and the ribbon tests, standards of the National Bureau of Standards were followed to a large extent. However, additional tests were added as required by Connecticut's state regulation.

The permanence of ink has been a very important factor in the preservation of records in Connecticut in a number of instances. During the flood and hurricane of September 21, 1938, the value of a good record ink was shown by the following experience. Memory of the incident will always be helpful in the enforcement of our law. In one of our probate districts the records were housed in a safe, located in a small office building near a brook which was close to a mill pond. When the hurricane was reported, the record volumes and files were hurriedly transferred to the town vault. In the excitement, the card index was neglected. Several dams in the back country failed and a flood which swelled the brook to river size floated the probate office away from the foundation and deposited it in the mill pond. An oil heater, which was burning at the time, exploded, split the building apart and deposited the index in the mud at the bottom of the pond. Three days later, after the water had subsided, the index was found. The cards were washed and dried, and the records, while not as good as new, were readable and therefore still useable.

Modern record paper, with its exact chemical and fiber content determined to the *n*th degree, is a far cry from the bark, papyrus, skin, or parchment which was used in the earliest era of writing. In 1639, the General Court of Massachusetts Bay Colony passed an act which read as follows: "It is therefore by this Court ordered & decreed that henceforward every iudgment, wth all the evidence, bee recorded in a booke to bee kept to posterity." Later, in 1816, the necessity for a very definite type of paper was recognized and the following law was passed by the legislature of that same state: "All matters which are to be entered of record in any office of Public Record . . . shall be so entered or recorded on paper made wholly of linen, of firm texture, well glazed and well finished." Nearly one hundred years later, Connecticut placed on its law books the following: "No person having custody of any book of record or registry in any department or office of the state or of any county, city, town, borough, or probate district shall use or permit to be used for recording purposes any book which shall not be composed wholly of a standard millbrand paper with dated watermark approved by the Examiner of Public Records." This law has remained substantially the same except for the addition of a penalty of one hundred dollars fine for failure to obey. This penalty also may be imposed for the failure to use an approved ink.

The paper test is subdivided into several tests. "Chemical Characteristics," noting fiber, acidity, rosin and glue content, may be mentioned first. The stability of the sample is also tested for alpha cellulose content and copper number after seventy-two hours at one hundred degrees centigrade. Only one hundred per cent white rag stock may be used and the paper may contain not less than a minimum of five per cent acid; one and five-tenths per cent glue and ninety per cent minimum alpha cellulose; one per cent maximum of rosin and one per cent maximum copper number. The "Physical Characteristics" include folding endurance and bursting strength tests which vary according to the weight of the paper tested. The "Writing Characteristics" include ruling, writing, and erasure—the first two must be clean cut without spreading and show a suitable degree of penetration, while the third, erasure, must leave a suitable surface which will absorb a proper amount of ink without spreading and still retain a satisfactory surface. The paper test also follows United States Bureau of Standards. In addition to these forms, we expect,

in a test to be made this fall, to use a tearing test necessitated by the fact that at present many of the official record volumes are of the locking loose-leaf binder type.

It will be noted that papers are tested on a basis different from inks in that maximum plus minimum requirements are offered in the case of inks or typewriter ribbons, while the paper standard provides that if the sample fails in any one of the subdivisions indicated, that paper may not be approved.

The building of a record paper requires constant vigilance. For not only is it necessary to overcome ordinary aging and ink hazards, but this product must be able to resist effectively the acids which are formed by the combination of perspiration and hand lotions used by most workers in record offices where contact with the records is practically continuous.

The record official of today is usually of the highest type and through the years has developed great pride in his records with more than ordinary concern that suitable inks and permanent papers should be provided for their continuance. It is not enough to have good ink, ribbons, and paper, but in addition, suitable protection against fire is quite as essential. The state of Connecticut, through its legislature, passed a law in 1939 requiring that all public records be housed in suitable fireproof safes, vaults, or buildings. Failure to comply makes it necessary for delinquent officials to appear before the State Library Committee, which has general supervision of the records in the state. After a hearing, this committee may order the examiner of public records to purchase suitable equipment at the expense of the town or other responsible agency. This law became effective July 1, 1939. Since then, ten new vaults have been built and twenty-three are in process of construction. Twenty-seven insulated vault doors have been installed and bids have been submitted for one hundred and seven. Forty-five *A* or *B* label safes have been purchased and bids for sixty-six others are being considered. Persons having intimate knowledge regarding such matters have indicated to us that as a result of this law, Connecticut records, within the next few months, will be among those best protected in the New England states.

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Connecticut State Library

# THE PROPOSED UNIFORM STATE PUBLIC RECORDS ACT

AT THE October, 1938, meeting of the Society of American Archivists, at Springfield, Illinois, Dr. Albert Ray Newsome, then president of the Society, gave a memorable address entitled "Uniform State Archival Legislation." In this address the various provisions of the archives laws of the states were discussed at length. The paper was printed as the leading article in the January, 1939, issue of THE AMERICAN ARCHIVIST.

At the council meetings held at that time, Dr. Newsome reported his correspondence with the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws. At that time he was authorized to appoint a special committee, of which he was made chairman, to consider further the question of a draft law which would represent the framework of an enlightened archival practice in the states. The committee appointed to collaborate with Dr. Newsome consisted of J. Edward Boell, Victor Hugo Paltsits, Francis S. Philbrick, and Marcus W. Price. Since then Richard B. Morris has joined the committee. This action was reported in the April, 1939, issue of this journal.

The report of the committee was enthusiastically received at the 1939 meeting of the Society at Annapolis. The council voted at that time to continue the committee for another year and voted it two hundred dollars to cover the expenses it would necessarily incur.

The completed draft law here printed has been referred to the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws.

The following comment was made by the committee:

> This proposed public records act presupposes or contemplates the establishment in each state of an official state archival agency for the centralization and administration of noncurrent state archives. At present, 1939, thirty-three states have such agencies. In nine of these, effective control of the agency rests with a political official or department whose archival interest and knowledge is accidental and secondary—the secretary of state, the governor, the department of education, or the director of business control. Twenty-five states vest real control in bodies independent of or only indirectly responsible to political offi-

cials—the state library or library department, a self-governing historical society, the state university, or a separate, independent state agency such as an historical, archives or records commission, or a distinct department. The administrative heads of these twenty-five state archival agencies are generally selected and controlled directly by small nonsalaried boards—self-perpetuating, elected by historical societies, composed of ex-officio members who are educators, historians, and public officials, or are appointed by the governor for long, overlapping terms.

Complete uniformity in organization and function of state archival agencies is not necessary. But the weight of experience indicates that every state should have an official archival agency with authority to collect and administer noncurrent state and local records, so constituted and governed as to provide the maximum likelihood that the archival function will be placed in the hands of capable and trained persons who have the greatest possible freedom from political and extraneous influences which tend to vitiate the professional character of archival administration. Though no system is certain of success, a self-governing historical society and a distinct, independent archival agency, governed by a nonsalaried, nonpolitical board appointed for long, overlapping terms, are definitely superior systems. It is of the greatest importance that an expert supervisor or examiner function constantly on behalf of the state archival agency.[1]

## The Draft Act

Section 1. *Definitions.* Public records comprise all written or printed books, papers, letters, documents, maps, and plans and all motion pictures, other photographs, sound recordings, and other records, in whatsoever form, made or received in pursuance of state law or in connection with the transaction of public business by an agency of the state and preserved or required to be preserved by that agency for record purposes. The body of public records accumulated by an agency of the state and preserved in official custody by that agency or its legal successor constitutes the archives of that agency. The public records of all agencies of the state are subject to control by the state. Agencies of the state comprise all executive, legislative,

[1] See A. R. Newsome, "Uniform State Archival Legislation," THE AMERICAN ARCHIVIST, II (January, 1939), 1-16.

judicial, and administrative officials, officers, offices, departments, boards, commissions, committees, institutions and other instrumentalities of the state as a whole and of all its counties, municipalities and other governmental subdivisions. Public offices and public officers comprise, respectively, the offices and officers of the state and of all the agencies of the state.

SECTION 2. *Production and Custody.* All agencies of the state shall make and keep all records necessary to a full and accurate knowledge of their activities; and the chief administrative officer of each agency of the state shall be the legal custodian of its public records and shall be responsible for their making and preservation. Every public office is empowered to record or copy public records by any photographic process, approved by the (state archival agency), which clearly and accurately records or copies them.

SECTION 3. *Paper.* All paper used in public offices for record purposes shall be of durable quality and well-finished. All materials used in making photographic records shall be of such quality as to produce durable records. The (state archival agency) shall determine the specifications for and shall select and make available to all public offices lists of approved papers and photographic materials for different classes of public records, and only the papers and photographic materials so approved may be purchased for use in the making of such records. Any public officer who shall use or permit to be used for public records made in his office any paper or photographic material not included in said lists shall be punishable by a fine of not more than (one hundred) dollars. Provided that paper and photographic materials acquired by agencies of the state before this act becomes effective may be utilized.

SECTION 4. *Ink.* All ink used in public offices for record purposes, including ink on typewriter ribbons, carbon papers, stamping pads, or other writing devices, shall be of durable quality. The (state archival agency) shall determine the specifications for and shall select and make available to all public offices lists of approved inks, typewriter ribbons, carbon papers, and inked pads, and only those so approved may be purchased for use in the making of public records. Any public officer who shall use or permit to be used for public records made in his office any ink, typewriter ribbon, carbon paper, or inked pad not included in said lists shall be punishable by a fine of not more than (one hundred) dollars. Provided that ink and inked materials ac-

quired by agencies of the state before this act becomes effective may be utilized.[2]

SECTION 5. *Fireproof Filing Facilities.* The (state archival agency) shall set standards of fireproofing facilities for the preservation of public records. It shall be the duty of each agency of the state, as soon as possible, to provide and maintain such rooms, vaults or safes, together with the furnishings thereof, as conform to the standards established by the (state archival agency).

SECTION 6. *Availability.* Every custodian of public records shall keep them in such arrangement and condition as to make them easily accessible for convenient use. Except as otherwise expressly provided by law, he shall permit all public records in his custody to be inspected, examined, abstracted or copied at reasonable times and under his supervision and regulation by any person; and he shall upon the demand of any person furnish certified copies thereof on payment in advance of fees as prescribed by law.

SECTION 7. *Legal Evidence.* Any copy or photographic reproduction of any public record shall be admissable as evidence in like cases and with like effect as the public record itself, when certified as a true copy by the legal custodian of the public record under the seal of his office when there is such seal, or, if there is no official seal, under his hand with an annexed certificate of the clerk of any court of record that such certification is made by the proper officer. Copies of public records transferred in pursuance of law from the office of their origin to the legal custody of the (state archival agency), when certified by the chief administrative officer of the (state archival agency) under its seal, shall have the same legal force and effect as if certified by the original custodian of the records.

SECTION 8. *Re-Execution and Re-Recording of Records Lost or Destroyed.*

*a*) The (superior) courts of this state shall have jurisdiction at the suit of the state or of any county or municipality thereof or of any citizen of the state who gives security for the costs of the proceeding, to order the re-execution in *ex parte* proceedings of any public record that has been lost or wholly or partially destroyed. The evidence in the hearing in the (superior) court may be by depositions or affidavits, and witnesses may be examined orally and their testi-

[2] In determining the specifications for record paper and ink, state archival agencies are referred to the findings of the United States Bureau of Standards, Washington, D.C.

mony taken by the court stenographer and certified by him as correct.

*b*) Any citizen of the state who gives security for the costs may appeal to the supreme court of the state from the decision of the (superior) court ordering the re-execution or refusing to order the re-execution of a record, provided the appeal is taken within (six) months from the rendition of the judgment of the (superior) court; and on appeal the transcript of the complete record shall be certified by the (superior) court to the supreme court. Upon the hearing in the supreme court, that court may affirm or reverse the judgment of the (superior) court, or may render such judgment as the (superior) court should have rendered on the record and evidence so certified.

*c*) A public record established or restored by judicial proceedings as just provided shall thereafter have the same authority and effect, in imparting notice and otherwise, as the original.

*d*) If the record of a judgment, writ of execution or return thereon, deed, contract, marriage certificate, inventory, bill of sale, or other instrument, the recording of which is required or authorized by law, is lost or destroyed, the original of such instrument may be recorded again. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or of the agent or attorney of any such person. The authority and effect, in imparting notice or otherwise, of the original record or of the re-recorded instrument, during the period when the former was lost or destroyed is not by this act provided for.

*e*) If both the original document and its record are lost or destroyed a copy of either may be recorded if the recorder is satisfied of the fact of earlier recording, of the loss or destruction of said record, and of the correctness of the copy. Such re-recording may be at the instance of any official who executed the original or before whom it was executed, or of any private citizen who executed the original, or of any person interested financially or otherwise in the permanence of its record, or of the agent or attorney of any such person. Any such person may file in the office of the proper legal custodian of the missing document a sworn statement setting out as exactly as possible the contents of the same, and when so filed it shall be the duty of said legal custodian, if personally convinced of the genuineness of the document so offered for replacement of the lost record, to receive it

as a substitute therefor. The record of documents thus re-recorded shall constitute *prima facie* evidence of their contents pending a final establishment of their validity or invalidity by the judicial proceedings referred to in sub-sections (*a*) and (*b*) of this section.

*f*) The provisions of the preceding sub-sections of this section have no relation to records involved presently or formerly in litigated causes, for the re-execution of which records, in case of their loss or destruction, all courts shall be deemed to possess adequate inherent powers.

Section 9. *Delivery to Successor in Office.* Every legal custodian of public records, at the expiration of his term of office or authority, or on his death his legal representative, shall deliver to his successor in office all public records in his custody; and the successor shall receipt therefor to his predecessor or his legal representative and shall file in his office a signed acknowledgment of the delivery. Every public officer shall demand from his predecessor in office, or his legal representative, the delivery of all public records belonging to his office. If such person in unlawful possession of the public records shall neglect for the space of ten days after a demand made in writing by the person legally entitled to their custody or by any citizen of the state to deliver such records to such proper legal custodian, he shall be punishable by a fine not exceeding (five hundred) dollars, to be collected on complaint of the proper custodian or the demanding citizen by proceedings in any court of record in the county.

Section 10. *Recovery.* Every public officer is entitled to the custody of all public records belonging to his office and shall make demand in writing for any records that have illegally left his office upon any person who acquires possession of them after the enactment of this law, but this provision shall not be understood to qualify the right to recover records earlier removed from his office. If any person in unlawful possession of public records refuses or neglects for thirty days to comply with the written demand by such public officer or by any citizen of the state for their delivery to the proper legal custody, the public officer or citizen shall make an affidavit setting forth proper facts to any judge of a court of record in the county of residence of the person so refusing or neglecting. If the judge is satisfied that any public records are illegally withheld, he shall grant an order directing the person so withholding them to show cause before him at a time specified therein why he should not deliver such records.

At such time, or at any time to which the matter may be adjourned, on proof of due service of the order, the judge shall proceed to inquire into the circumstances. If the person charged with withholding public records shall prove by written evidence to the judge's satisfaction that he has already delivered the records to their proper custodian, the inquiry shall cease and the person be discharged. But if it appears that any public records are withheld by him, the judge shall commit him to jail and shall forthwith issue his warrant directed to any (sheriff) commanding him to search all places where he may suspect the records to be, to seize them, and to bring them before the judge who shall determine whether they are public records, and if so shall cause them to be delivered to their legal custodian; and the defendant shall then be discharged upon paying a fine of not less than (twenty-five) or more than (one hundred) dollars. But if the public records so proved to have been wrongfully in the defendant's possession shall not be discovered by the (sheriff), said defendant shall be discharged upon paying a fine of not less than (one hundred) or more than (five hundred) dollars.

Section 11. *Records of Defunct, Reduced, or Transferred Agencies.* All public records of any public office shall, upon the termination of the existence and functions of that office, be transferred to the custody of the (state archival agency). When a public office is terminated or reduced by the transfer of its powers and duties to another office or to other offices, its appropriate public records shall pass with the powers and duties so transferred. When any question shall arise as to the proper division and custody of the records of an office thus terminated or reduced, the (state archival agency) shall determine the question after consultation with all offices affected.

Section 12. *Care by Legal Custodian.* Every legal custodian of public records shall carefully protect and preserve them from deterioration, mutilation, loss or destruction. He shall at public expense cause all public record books in his custody to be securely bound and all records or record books in his custody to be repaired, renovated, or rebound when necessary to preserve them. Records or record books that are so worn, damaged, or faded as to be difficult to read or to preserve may be copied at public expense by direction of the custodian thereof, who shall attach to the copy his certification under oath that it is a true copy of the original record or record book. The certified copy shall then have the authority for all purposes of the original.

Any legal custodian of public records who, without authority of law, removes any public record from the office where this or other law requires it to be kept, or who steals, sells, or gives it away, or wilfully alters, falsifies, defaces, injures, mutilates or destroys it in whole or in part, or permits any other person to do so, shall be punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

SECTION 13. *Abuses by Persons Other than Legal Custodians.* Any person other than the legal custodian of a public record, who, without authority of law, removes it from the office where this or other law requires it to be kept, or who steals, buys or disposes of it, or wilfully alters, falsifies, defaces, injures, mutilates, or destroys it in whole or in part, or colludes with another person in so doing, shall be punishable by imprisonment not exceeding (one year) or by a fine not exceeding (one thousand) dollars or by both.

SECTION 14. *Disposal of Useless Records.* Every public officer who has in his custody public records deemed by him to be without legal or administrative value or historical interest shall compile lists of such records sufficiently detailed to identify them and submit such lists to the chief administrative officer of the (state archival agency), who shall authorize the disposal, by such method as he may specify, of such records in the said lists as he finds to be without legal or administrative value or historical interest. He may also, upon request of the custodian, authorize in advance the periodic disposal of routine records that he considers to have no legal or administrative value or historical interest. After receipt of written authorization, the custodian of the records may proceed with the disposal of the records in accordance with the provisions thereof. He shall file in the office from which the records are drawn a descriptive list of all records so disposed of and a record of the disposal itself and shall transmit copies of both of these documents to the (state archival agency), which shall file and preserve them. The chief administrative officer of the (state archival agency) may dispose of any public records in his custody deemed by him to be without legal or administrative value or historical interest, with the written approval of the agency from which the records were received or its legal successor. He shall file and preserve a descriptive list of any records so disposed of and a record of the disposal itself and shall transmit copies of both of these documents to the agency concerned, which shall file and preserve them.

No public records may be destroyed or otherwise disposed of except as provided in this section.

SECTION 15. *Penalties.* In cases where no other penalty is elsewhere provided in this act, any public officer who refuses or neglects to perform any duty herein required of him shall be punishable by a fine of not more than (twenty) dollars for each month of such refusal or neglect.

SECTION 16. *State Supervision.* The chief administrative officer of the (state archival agency), in person or through a deputy, shall have the right of reasonable access to and examination of all public records in the state. He shall examine into and report to ( ) on their condition; he shall have general supervision over their making, administration, and preservation; and he shall cause such action to be taken by custodians as may be necessary to put such records in the custody and condition required by this and other laws of the state and to secure their safety and preservation. The (state archival agency) is empowered to employ such staff as is necessary for the purpose of enforcing this public records act and of carrying out its duties imposed by law.

SECTION 17. *Centralization of Public Records.* The (state archival agency) is hereby authorized to negotiate for the transfer of and to receive public records from any agency of the state, and it is hereby made the legal custodian of such public records as may be turned over to it by any such agency. Any public officer is hereby authorized to turn over to the (state archival agency) such public records legally in his custody as are not needed for the transaction of the business of his office, whenever the (state archival agency) is willing to receive and care for them. Whenever such transfers are made, the chief administrative officer of the (state archival agency) shall transmit to the office from which the records are transferred a list in which such records are described in terms sufficient to identify them, which list shall be filed and preserved in said office.

SECTION 18. This act may be cited as the "Public Records Act."

SECTION 19. All acts and parts of acts in conflict with this act are hereby repealed.

SECTION 20. All the provisions of this act shall be deemed separable, and if any provision shall be held unconstitutional the other provisions shall not be thereby affected.

SECTION 21. This act shall be in full force and effect from and after its enactment.

# REVIEWS OF BOOKS

*Manual for the Arrangement and Description of Archives Drawn up by direction of the Netherlands Association of Archivists*, by S. Muller Fz., J. A. Feith and R. Fruin Th. Az. Translation of the Second Edition by Arthur H. Leavitt. (New York. The H. W. Wilson Company, 1940. 225 pp. $3.50.)

In 1898 three Dutch archivists, S. Muller, J. A. Feith, and R. Fruin, set to devise a logical framework for the archives of the Netherlands, propounded a series of a hundred aphorisms or principles of archival organization. These, after modification by the Ministry of the Interior, were published with discussions and examples for each of the hundred principles. The specific problem attacked was as complex as any that could have been found. As the provinces of the Netherlands emerged from the amorphous feudal and ecclesiastical mass of empire and church, falling under the successive rules of the House of Burgundy, and the Austrian and Spanish Habsburgs, old fiefs divided, part adhering to Germany and part to the Netherlands. Feudal and ecclesiastical authorities were supplanted, the stadtholdership alternated with the commonwealth, and both were finally supplanted by the Batavian Republic and the monarchy. The resulting problems of archival transfers, divisions, and reunions called for the most exact logical approach. Accordingly, archivists throughout Europe studied with enlightenment on their own problems the logic of the three Dutch archivists. It was translated into language after language, translators adding footnote commentaries on their own special problems. Finally it has been left to an American archivist to translate the work into English.

Mr. Leavitt has done his work skilfully. His translation at once gives the flavor of the original, and the substance of irreproachable English idiom. He has been indefatigable in searching out the various meanings of the same technical term and assigning in each case the exact English equivalent. He has selected from the footnotes of earlier translators and has added others of his own; and he has put the profession in the English speaking countries under a heavy debt of gratitude to him.

The book perhaps reveals the reason why English archivists have not deigned the translation, which has been left for an American archivist to achieve. For the Netherlands has problems closely corresponding to those of the United States from which English insularity and persistence of tradition had sheltered them. Archives had been confused, scattered, lost, classified chronologically, alphabetically, or historically. The cloak of charity had been thrown about errant archives finally returned like the errant nun in *The Miracle* to their cathedral home. Whether given up by their captors under compunctions of conscience or as ransomed for money, their essential purity was assumed once they had returned to safety.

The English on the other hand, as the authors point out, sternly assume the unchastity of errant archives on the ground that they can only have left the repository for some evil end, and must necessarily be presumed to return tainted with forgery and alteration. Once they have returned, the archivist can only be responsible for their morals after they have come back to his custody. In the majority of cases, undoubtedly this Victorian strictness is unjust. Myriads of documents kidnapped from British archives retain an absolute unblemished virtue in the hands of successive private captors to this very day.

Space forbids any complete analysis of the delicate logic of Muller, Feith, and Fruin that would not do violence to its exactness. But any English using archivist interested in setting up logical criteria for his decisions will find the reasoning at once a guide and a stimulus to his own thinking. Of it the ruler over archives may well say in Henry VIII's phrase, "This is a book for me and for all kings to read."

THEODORE C. PEASE

*Archives Yearbook for South African History*, edited by the Archives of the Union of South Africa. Editorial Board: C. Graham Botha, Chief Archivist for the Union, Dr. Coenraad Beyers, Assistant Chief Archivist for the Union, Prof. Dr. J. L. M. Franken, Prof. Dr. H. B. Thom, Secretary: P. J. Ventner, M.A., Archivist. (One volume in two. Capetown. Cape Times Ltd., 1938. x, 239, and xiv, 244 pp.)

This is the first volume of a projected series of yearbooks to be published by the Archives Department of the Union of South Africa. The undertaking of this program of publication was agitated for some years by scholars and archivists, among whom Professor Franken, now a member of the editorial board, was one of the chief promoters. The purpose of the volume which represents the first fruits of their labor is admirably and succinctly stated in a paragraph from the preface:

"The series of this publication will contain matters of interest to the Archivist and to the researcher. It will enable the Archivist to discuss problems, draw attention to new material coming into his custody and to any other matter which may be of assistance to the historical student. It will also serve the research scholar as a medium of giving others the benefit of his work."

Contributions to the *Yearbook* may be submitted in any of three languages: Afrikaans, English, or High Dutch.

Historical studies compose the greater part of the volume. The titles are, for part I: "Het Invoeren van de Slavernij aan de Kaap," by Professor W. Blommaert, "Die Weg na die See," by Dr. D. W. Krüger, "The Destruction of Records in South Africa," by P. J. Ventner; for part II: "Die Geskiedenis van die Lutherse Kerk aan die Kaap," by Dr. J. Hoge. Dr. Krüger's contribution is an exposition of the Dutch migration and the founding of the South African Republic; the other titles are self-explanatory.

Mr. Ventner's article, the only contribution immediately concerning archival policy, is a description and criticism of South African policy in respect to record disposal. In view of the widespread interest in this phase of archival policy, the editor of THE AMERICAN ARCHIVIST is making arrangements to reprint the article in a future issue of this journal.

CHARLES W. PAAPE

*The Historical Records of North Carolina, Volume III, The County Records, Nash through Yancey*, prepared by the Historical Records Survey of the Works Progress Administration. Edited by Charles Christopher Crittenden and Dan Lacy. (Raleigh, North Carolina. The North Carolina Historical Commission, 1939.)

This is the third and concluding volume of a series, the first two volumes of which were reviewed in THE AMERICAN ARCHIVIST for April and October, 1938. The present volume keeps to the high standards set by its two predecessors. The sketches of the county history are brief, usually averaging about a page for each of the thirty-eight counties included. Then there follow brief and business-like summaries of the records of the various offices, the whole being an achievement in condensation and effectiveness. Copies of the volume will be sent free to persons interested who address the North Carolina Historical Commission with a mailing fee of twenty-five cents.

THEODORE C. PEASE

# SHORTER NOTICES

The recently published *Fifth Annual Report* of the archivist of the United States traces the progress made during the fiscal year 1938-1939 in surveying, accessioning, rehabilitating, arranging, and servicing records and in appraising records that various agencies of the government have listed for disposition. Other topics upon which information appears include the Franklin D. Roosevelt Library and the National Historical Publications Commission. A descriptive list of accessions received during the year appears as an appendix. The report is illustrated by a war and neutrality sequence of twenty-two reproductions of documents, including a map showing the plan of the attacks on Yorktown in 1781, General Grant's famous letter declaring his purpose "to fight it out on this line if it takes all summer," and President Roosevelt's proclamation of neutrality issued on September 5, 1939.

The *Bulletin* of the Institute of Historical Research of the University of London for June, 1939, contains a review by R. B. Pugh of the *Proceedings* of the Society of American Archivists for 1936-1937 and of the four issues of THE AMERICAN ARCHIVIST for 1938. The following admonition constitutes the concluding paragraph of the review:

"That the conservation of public documents is primarily a legal and administrative question does not yet seem to have been fully realized in America, where many states have placed their archives in the charge of historical bodies. Nor is it universally recognized that the convenience of searchers must be subordinated to an intelligent plan of arrangement and to competent listing. In acclaiming the wisdom and courage with which a formidable problem is being tackled these heretical tendencies should not be forgotten."

The *Biennial Report of the Mississippi Department of Archives and History, July 1, 1937-June 30, 1939* (Jackson, Mississippi, 1939), in which the work of the department during the past two years is sketched and analyzed, provides evidence of the increasing services archives are rendering to the public at large. During the two year period covered by the report, the use of the archives has more than doubled. Written requests for information are reported as having come from forty-three states and five foreign countries. A list of the more important publications of the late Dr. Dunbar Rowland is printed; accessions in the form of manuscripts, books, newspapers, and public documents are listed; and there is a short description of the WPA projects sponsored by the department. The report closes with "A Program for the Future" which is at once ambitious and practical. It envisages the department as an important cultural influence on the life of the Lower Mississippi Valley region as well as a repository for the safekeeping of records for historical and legal purposes.

*Special Collections in the Hoover Library on War, Revolution, and Peace* is the title of an informative catalogue of manuscripts, books, newspapers, and other forms of printed material in the keeping of the Hoover Library at Stanford University, California. In addition to the extensive list of collections relating to the World War and its aftermath, it is to be noted that the library contains the papers of former President Hoover and that these papers are now being organized. Representative of a new type of historical source material are the reports and verbatim transcripts of radio broadcasts relating to the European crisis of March, 1938. A short account of the origin of the library, written by Mr. Hoover, forms a preface to the catalogue.

The publication of the volumes of the *Inventory of the County Archives of Illinois* for Macoupin, St. Clair, and Douglas counties marks the appearance of the seventeenth, eighteenth, and nineteenth of the 102 inventories in the Illinois series. Each is similar in form to the earlier volumes, being mimeographed and bound in the attractive paper covers prepared by the Illinois Art Project. Of these three volumes, that of St. Clair County proves most interesting. Its records include some originating in the eighteenth-century French Period as well as in the British, American Territorial, and Statehood periods. Most records, of course, date from the latest period. The historical sketch of the county is pretentious, offering a survey of Illinois history, but is badly documented and errors are frequent. The same may be said of the sketch of Douglas County. The records are reported as well cared for in all three counties.

# NEWS NOTES

## Necrology

Dr. John C. Fitzpatrick, who died at Washington, D.C., on February 10, had spent nearly forty-three years in the caring for and editing of historical manuscripts, and was a founding member of the Society of American Archivists. He was born in the District of Columbia and lived there almost all his life. He was on the staff of the Division of Manuscripts of the Library of Congress from 1897 to 1928, serving as assistant chief after 1902. He resigned to devote full time to historical editing, primarily on his best known work, the United States Bicentennial Edition of the *Writings of George Washington.* Members of the Society know him particularly for his pamphlet, *Notes on the Care, Cataloguing, Calendaring and Arranging of Manuscripts,* published by the Library of Congress (Washington, 1913; revised edition, 1934), which has gone through three editions. He also edited, among other works, the *Autobiography of Martin Van Buren* (1920), *Complete Diaries of George Washington* (1925), and several volumes of the *Journals of the Continental Congress.* Dr. Fitzpatrick was the author of *Washington's Expenses as Commander-in-Chief* (1917), *The Spirit of the Revolution* (1924), *George Washington, Colonial Traveller* (1927), and *George Washington, Himself* (1933). He was a member of the Public Archives Commission of the American Historical Association in 1916 and 1917.

## The Society of American Archivists

### Minutes of the Council, December 29, 1939

The council of the Society met at the Mayflower Hotel in Washington, D.C., on Friday, December 29, 1939, at 12:30 P.M. There were present the new president (Waldo G. Leland), the secretary (Philip C. Brooks), and Margaret C. Norton. The treasurer (Julian P. Boyd) and R. D. W. Connor concurred in all votes immediately after the session. The editor (Theodore C. Pease) sat with the council.

Voted, to accept the invitation of the state of Alabama to hold the fourth annual meeting of the Society in Montgomery, Alabama, the dates to be determined later.

Voted, to reappoint Herbert I. Priestley to membership on the editorial board for a term of four years ending at the annual meeting in 1943.

Voted, to adopt the budget proposed by the finance committee for the calendar year 1940, based on estimated assets of $3,024, including the estimated balance on hand at the end of 1939, accounts payable, and expected new and renewal memberships and subscriptions. The following appropriations were made: secretary's office, $225; treasurer's office, $85; committees, $275 (including $200 voted for the Committee on Uniform State Legislation at the October meeting); publications, $1,200; and the fourth annual meeting, $100. The publication allowance was increased by $100 over the previous year's allowance.

Voted, to elect to membership in the Society the following qualified applicants: Hugh M. Flick, Ruth K. Nuermberger, and Henry J. Young.

The council adjourned at 1:00 P.M.

PHILIP C. BROOKS, *Secretary*

BUDGET FOR CALENDAR YEAR 1940

Approved by the Council, December 29, 1939

| | | |
|---|---|---|
| Estimated balance December 31, 1939 | | $1,424.00 |
| Estimated revenue from renewal memberships | $1,250.00 | |
| New memberships | 100.00 | |
| Subscriptions | 150.00 | |
| Annual meeting | 100.00 | |
| | | 1,600.00 |
| Estimated total assets | | $3,024.00 |
| Expenditures authorized: | | |
| Secretary's office | $ 225.00 | |
| Treasurer's office | 85.00 | |
| Committees | 275.00 | |
| Publications | 1,200.00 | |
| Annual meeting | 100.00 | |
| | | 1,885.00 |
| Estimated balance December 31, 1940 | | $1,139.00 |

## Partial List of Committees

The following committee appointments have so far been made and accepted for terms ending with the annual meeting of November, 1940. All are reappointments except those marked with asterisks.

Public Relations: William D. McCain, chairman; Theodore C. Blegen, Lester J. Cappon, J. Marius Scammell, and Edward J. Hughes.

International Relations: Solon J. Buck, chairman; Waldo G. Leland, and James F. Kenney.

Terminology: Nelson M. Blake, chairman; Thomas E. Drake, and Morgan P. Robinson.

Training of Archivists: Theodore C. Pease, chairman; R. D. W. Connor, Ralph H. Lutz, Clarence E. Walton, and Ernst Posner.*

Reduction of Archival Material: Emmett J. Leahy, chairman; Helen L. Chatfield, and Hugh M. Flick.*

Maps: S. W. Boggs, chairman; Lloyd A. Brown, Mrs. Clara Egli LeGear, and W. L. G. Joerg.

Membership: Philip C. Brooks, chairman; Charles M. Gates, Virginia Leddy,* Robert H. Slover,* and Ora A. Williams.*

Business Archives: William D. Overman,* chairman; Herbert A. Kellar, Oliver W. Holmes, and William H. Galbraith.*

Advisory to the Historical Records Survey: William R. Hogan, chairman; Herman Kahn, and Lewis G. VanderVelde.

Uniform State Legislation: A. R. Newsome, chairman; J. E. Boell, Francis S. Philbrick, Richard B. Morris, Victor Hugo Paltsits, and Marcus W. Price.

Nominations: Charles M. Gates,* chairman; Edwin A. Davis,* and Carl J. Wennerblad.*

Committee on Classification and Cataloguing: William J. Van Schreeven,* chairman; Esther S. Chapin, Ellen Jackson, Margaret C. Norton, and Almon R. Wright.

Committee on Archival Publications: Leon de Valinger, Jr.,* chairman; C. C. Crittenden, Luther H. Evans, Preston W. Edsall.

Local Arrangements for Fourth Annual Meeting: Mrs. Marie B. Owen.*

Program Committee for the Fourth Annual Meeting: Lester J. Cappon,* chairman; Suda L. Bane,* James Brewster,* George M. McFarland,* David L. Darden,* Theodore R. Schellenberg,* and Philip C. Brooks, ex officio.

FINANCIAL STATEMENT

December 28, 1937, to December 31, 1938

*Balance per Books*

| | | | | |
|---|---|---|---|---|
| Balance on hand, December 28, 1937 | | | | $ 866.67 |
| Income: | | | | |
| New memberships: | | | | |
| Individual | 65[1] @ | $ 5.00 | $323.50 | |
| Institutional | 10 @ | 10.00 | 100.00 | |
| Renewals: | | | | |
| Individual | 133 @ | 5.00 | 665.00 | |
| Institutional | 17 @ | 10.00 | 170.00 | |
| Subscriptions: | | | | |
| Semi-annual | 2 @ | 2.50 | 5.00 | |
| Annual | 14 @ | 5.00 | 70.00 | |
| 18 months | 2 @ | 7.50 | 15.00 | |
| *Proceedings:* | | | | |
| Copies | 3 @ | 2.50 | 7.50 | |
| *The American Archivist:* | | | | |
| Copies | 3 @ | 1.25 | 3.75 | |
| Registrations | 95 @ | 1.00 | 95.00 | |
| Total income | | | $1,454.75 | |
| Expenditures: | | | | |
| Secretary's office | | | $234.39 | |
| Committees | | | 136.75 | |
| Treasurer's office | | | 81.65 | |
| Publication fund | | | 913.25 | |
| Total expenditures | | | $1,366.04 | |
| Net income | | | | $ 88.71 |
| Balance on hand, December 31, 1938 | | | | $ 955.38 |

[1] Representing 64 full-paid and 1 part-paid memberships.

FINANCIAL STATEMENT

December 28, 1937, to December 31, 1938

*Expenditures under Budget*

| | | |
|---|---|---|
| Secretary's office: | | |
| Budget allowance for calendar year 1938 | | $ 250.00 |
| Expenditures: | | |
| Postage | $ 37.78 | |
| Post Office box | 18.00 | |
| Telegrams | 2.88 | |
| Paper | 31.90 | |
| Stamp | .50 | |
| Stencils | 9.35 | |
| Stenographic services | 114.00 | |
| Ledger | .50 | |
| Envelopes | 6.50 | |
| Applications | 4.50 | |
| Application blanks | 4.50 | |
| Notice of dues | 1.50 | |
| Remittance notices | 1.50 | |
| Telephone | .60 | |
| Express | .38 | |
| Total expenditures during calendar year | | 234.39 |
| Balance remaining under budget for 1938 | | $ 15.61 |
| Publication fund: | | |
| Budget allowance for calendar year 1938 | | $1,000.00 |
| Expenditures: | | |
| Envelopes | $ 2.57 | |
| Postage | 6.02 | |
| Paper | 10.05 | |
| Telegrams | 2.27 | |
| Publications | 892.34 | |
| Total expenditures during calendar year | | 913.25 |
| Balance remaining under budget for 1938 | | $ 86.75 |

| | | | |
|---|---|---|---|
| Treasurer's office: | | | |
| Budget allowance for calendar year 1938 | | | $ 80.00 |
| Expenditures: | | | |
| Account Books | | $ 2.65[1] | |
| Bookkeeping | | 75.00[1] | |
| Postage | | 4.00 | |
| Total expenditures during calendar year | | | 81.65 |
| Deficit under budget allowance | | | $ 1.65 |
| Committees: | | | |
| Budget allowance for calendar year 1938 | | | $ 75.00 |
| Expenditures: | | | |
| Committee on Terminology: | | | |
| Postage | $ .90 | | |
| Committee on Membership: | | | |
| Stenographic service | 4.00 | | |
| Postage | 16.50 | | |
| Paper | 2.00 | | |
| | | $ 23.40 | |
| Committee on Arrangements for the Springfield meeting: | | | |
| Complimentary luncheons | $ 8.55 | | |
| Paper | 33.20 | | |
| Lincoln's Springfield meeting | 8.00 | | |
| Badges | 4.00 | | |
| Reporting agency | 59.60 | | |
| Total expenditure | $113.35 | | |
| Less 95 registrations at $1.00 | 95.00 | | |
| Balance charged to 1938 budget | | 18.35 | |
| Total expenditures during calendar year | | | 41.75 |
| Balance remaining under budget for 1938 | | | $ 33.25 |

[1] $2.65 and $25.00 of bookkeeping account applicable to 1937 budget but checks cashed in 1938.

"Alice in Wonderland, or the Historian Among the Archives" was the title of a stimulating address by Professor Roy F. Nichols of the University of Pennsylvania before 120 members and guests at the Society's luncheon conference at Washington, D.C., on December 29, 1939. The session was held in conjunction with the annual meeting of the American Historical Association, following the custom by which the Society has carried on the annual conferences of archivists, held every year during that meeting since 1909. The new president of the Society, Dr. Waldo G. Leland, presided. Professor Nichols' remarks began with the contention that *Alice in Wonderland* was written by an English constitutional historian, an argument which was accompanied by incisive remarks upon the characteristics of historians and archivists. This was followed by a discussion of the problems that current accumulations of masses of records present to the historian, and illuminating suggestions as to how the archivist can aid in the solution of those problems.

Nine different categories of government interest in business records formed the subject of a discussion by Mr. Oliver W. Holmes, chief of the Division of Interior Department Archives, the National Archives, before forty-one members of the Society and other persons interested in record problems at a luncheon in the Department of the Interior building at Washington, D.C., on February 3, 1940. Mr. Holmes covered both the ways in which federal and state governments have stimulated the preservation of business archives and the utility of business records to government officials and students of government. Mr. William H. Galbraith, chief, Mail and Files Section, Federal Trade Commission, presided and added remarks on the business records acquired by that agency.

Archives constituted the general subject of one session of the third annual convention of the Inter-American Bibliographical and Library Association in the Pan-American Union building at Washington, D.C., on February 23. Dr. R. D. W. Connor, archivist of the United States, presided over the session, at which Dr. Vernon D. Tate of the National Archives spoke on "Microphotography in the Mexican Archives"; Dr. Luther H. Evans of the Library of Congress discussed "Local Archives and the Study of History in the United States"; and Dr. Robert C. Smith of the Library of Congress described "The Projected Archives of Hispanic Culture." Dr. Philip C. Brooks of the National Archives led the panel discussion, to which Dr. Silvio Zavala of the Mexican National Museum and Dr. Solon J. Buck of the National Archives contributed. The session was followed by an exhibit in the field of microphotography, which was explained by Dr. Llewellyn P. Raney of the University of Chicago Libraries.

The Middle Western members of the Society will join with the American Library Association and the Historical Records Survey in four sessions on archives and historical manuscripts during the annual meeting of the Library Association at Cincinnati, May 26 to June 1. The program, which is being planned by Dr. A. F. Kuhlman, chairman of the Committee on Archives and Libraries of the Library Association, will include among others papers by Sargent B. Child, Margaret S. Eliot, and Douglas C. McMurtrie in a session on the Historical Records Survey; by Margaret C. Norton and Roscoe R. Hill in a session on classification of archives; and by Theodore C. Pease and Solon J. Buck in a session devoted to the training of archivists.

The fourth annual meeting of the Society will be held, probably in November, at Montgomery, Alabama. The council voted to accept the invitation of the Alabama Department of Archives and History, and Mrs. Marie B. Owen, director of that department, will be chairman of the local arrangements committee. Dr. Lester J. Cappon, archivist of the University of Virginia, has accepted the chairmanship of the program committee.

Mr. Julian P. Boyd, treasurer of the Society, has left his position as librarian of the Historical Society of Pennsylvania, and will become librarian of Princeton University on July 1 of this year. Mr. John R. Russell has resigned as chief of the Division of Cataloguing of the National Archives, and assumed his duties as librarian of the University of Rochester on April 1. Mr. R. W. G. Vail, formerly librarian of the American Antiquarian Society, became director of the New York State Library on January 15.

### The National Archives

Notable recent additions to the growing body of agricultural records in the National Archives are basic informational materials, 1908-1922, collected by the farm management survey of the Department of Agriculture and somewhat similar records pertaining to large-scale farming in 1933. Records concerning agricultural rehabilitation cases handled by the Federal Emergency Relief Administration in 1935 and loans made by the Regional Agricultural Credit Corporations, 1932-1938, contain materials for studying phases of the attack on the depression.

Recent accessions received from the Interior and War Departments have reunited in the National Archives a collection of manuscript maps and route profiles of the Pacific Railroad Surveys of 1853-1856. One of these accessions also includes Reclamation Service maps relating to Imperial Valley and the lower Colorado River area, and the other embraces original large-scale maps and profiles of the segments of the National Road from Cumberland, Maryland, to Vandalia, Illinois.

Among records concerning military and naval affairs received by the National Archives in recent months are 5,200 glass-plate negatives of Virginia documents pertaining to the Revolutionary War, which were made for the War Department in 1914 and 1915; general correspondence files of the offices of the adjutant general, 1861-1917, the secretary of the navy, 1885-1926, and the judge advocate general of the navy, 1880-1907, and of the Navy Department Bureau of Aeronautics, 1921-1935; and records of the Marine Corps expeditionary forces in Haiti, 1915-1934, and in Nicaragua, 1926-1933.

Other materials recently received by the National Archives include records of the office of the secretary of the interior, 1849-1907; log-books of vessels in the former Revenue Cutter Service and the Coast Guard, 1850-1935; records of the former War Department Bureau of Insular Affairs relative to Puerto Rico, 1914-1934, the Philippines, 1898-1935, customs matters in the territories, 1899-1935, and the Dominican customs receivership, 1905-1935; monthly reports of superintendents of national parks, 1924-1935; and general files from the Immigration and Naturalization Service pertaining to immigration and deportation of aliens, 1921-1932, and to applications by American citizens for the admission of alien relatives, 1924-1937.

The National Archives is conducting during the present academic year in-service training courses for its employees in which the understanding of archival principles has been substantially furthered. Of these one in Federal Administrative History is under the direction of Dr. Solon J. Buck, director of publications, and one in Correspondence and Report Writing is conducted by Dr. Philip M. Hamer, chief of the Division of Reference. Dr. Buck is also teaching a course in the History and Administration of Archives in co-operation with Dr. Ernst Posner, lecturer at American University. That course is open to students of American University as well as to employees of the National Archives.

### The Historical Records Survey

The appointment of Sargent B. Child, of New York, as director of the Historical Records Survey of the Work Projects Administration was announced on March 12. Mr. Child succeeds Dr. Luther H. Evans who resigned in December to become chief of the Legislative Reference Section of the Library of Congress.

The formation of a national advisory committee to assist the Historical Records Survey in locating historical materials and in other technical phases of its work was announced at the same time. Eleven outstanding historians and archivists have agreed to serve in addition to two staff members of the Survey.

The advisory committee, which will hold its first meeting sometime within the near future, is composed of the following persons:

Dr. Robert C. Binkley, Western Reserve University, Cleveland; Dr. Julian P. Boyd, director, Historical Society of Pennsylvania, Philadelphia; Herbert A. Kellar, director, McCormick Historical Society, Chicago; Dr. Luther H. Evans, chief, Legislative Reference Section, Library of Congress, Washington; Dr. C. C. Crittenden, director, North Carolina Historical Commission, Raleigh; Dr. Robert L. Schuyler, editor, *American Historical Review*, New York; Dr. Waldo G. Leland, secretary, American Council of Learned Societies, and president, the Society of American Archivists, Washington; John Clement, lawyer and historian, Rutland, Vermont; Dr. Theodore C. Blegen, University of Minnesota, Minneapolis; Dr. Herbert E. Bolton, University of California, Berkeley; and Miss Margaret C. Norton, Illinois State Library, Springfield.

Douglas C. McMurtrie, editor of the American imprints section of the Historical Records Survey, and Dr. Philip M. Hamer, director of the federal archives section, both of Washington, have been named ex officio members of the committee.

### School of Library Service, Columbia University

The School of Library Service, Columbia University, announces a new course on American archival organization and practice, to be given the first time in the 1940 summer session, by Miss Margaret C. Norton, archivist of the Illinois State Library, Springfield, Illinois. The course will provide a survey of American practice in the administration of archives and is designed as a general introduction to the field for students who contemplate taking up archival work as a career, as well as for librarians and others who are actually responsible for archival collections.

The lectures and discussions will deal with the philosophy of archives; the major archival institutions of the world; public documents as archives; archival legislation; the service of the archivist to the public and to officials; the archivist and the librarian; the care of archives, including such topics as accessioning, classification, cataloguing, authentication, binding and repair, building and equipment, pests, rules and regulations; reproduction by photographic and other processes for official and other purposes; the destruction and reduction of records; local archives; bibliographical and other reference tools.

Students expecting to specialize in the archival field should supplement this course by advanced graduate work in history and political science, especially historical method and bibliography, and by courses in the history of manuscripts and books, bibliographical methods, reference work, public documents, etc.

# ABSTRACTS OF ARCHIVE PUBLICATIONS

## Western Europe

### Italy

The periodical whose short title is now *Archivi* first appeared in 1914 with the elaborate title *Gli archivi italiani, rivista bimestrale di archivistica e di discipline ausiliari fondata da Eugenio Casanova e pubblicata colla collaborazione degli archivisti italiani* (The Italian archives; a bimonthly review of archival science and of auxiliary disciplines founded by Eugene Casanova and published with the collaboration of the Italian archivists). The annual volume (about two hundred pages) contained major articles, mostly on Italian subjects, items on foreign archives, bibliographies, news and notes, and lists of books and periodicals received. This series ceased in 1921. The new series began in 1933 as a quarterly and devoted its space to major articles, bibliographical items, and a section called "varia." This last contained personalia, necrologies, general and official news. The change in composition which took place in 1938 is explained in the analysis of the first number for that year. Each volume of both series contains a detailed table of contents, as does each number. The last volume of Series I contains a general index for 1914-1921.

*Archivi: archivi d'Italia e rassegna internazionale degli archivi*, Ser. II, v (1938), No. 1

Fedele, Pietro, Introduzione. P. 1.

"With the present number the review *Archivi* . . . adds to its original character of scientific review that of official organ for the diffusion of the activities of the Archives Administration. A long-felt wish is thereby fulfilled, namely, that of putting at the disposal of those who devote themselves to archival research, and of the students of our history, all information which may be of use to them: acquisitions, classifications, and inventories of public and private archives, legislation, minutes of the Archives Council, annual reports on the functioning of the Archival Institutes, etc."

*Compendia*

Pp. 3-4. In the order of the table of contents, brief statements (one to three lines), in Latin, of the subject, or thesis, or important information in each of the articles, notes and items of correspondence.

Moscati, Ruggero, La prossima edizione delle Relazioni degli Ambasciatori Veneti al Senato nel secolo XVIII (The forthcoming edition of the reports of the Venetian ambassadors to the senate in the eighteenth century). Pp. 5-20.

A well documented article on the definitive edition to be published by the R. Istituto Storico Italiano per l'Età Moderna e Contemporanea, with some discussion of the importance of Venetian diplomacy in the century named, followed by an appendix (pp. 12-20) listing the names of ambassadors to France and to Spain in the same century.

Sandri, Leopoldo, La costituzione di un archivio di stato in una proposta a Pio IX, 1847 (The constitution of an archive of state in a proposal to Pius IX, 1847). Pp. 21-30.

Publication in full, with a brief introduction (pp. 21-23), of an archival plan presented by Michele Rossi, *direttore della registratura, protocollo, e spedizione nella Cancelleria di S. A. I. il Serenissimo Principe, l'Arciduca Ranieri d'Austria.* The plan, illustrated with several models, is based upon a threefold division: ecclesiastical, political, financial.

TRASSELLI, CARMELO, Disposizioni pontificie per la tutela del patrimonio archivistico (Papal provisions for safeguarding archives). Pp. 31-34.

Prompted by the recent discovery of stolen archival items in the shop of a reputable dealer, the author reflects upon the laxity of regulations which allow such a condition. He quotes more stringent papal regulations which date back to 1712 and up to 1772.

RE, EMILIO, Bibliografia del R. Archivio di Stato di Roma, 1935-1937 (Bibliography of the Royal Archives of the State at Rome, 1935-1937). Pp. 35-44.

"A knowledge of the studies which have been prepared or are being prepared in an archives enables one to render the best service to the scholars who frequent it. The most appropriate means of acquiring such a knowledge is, as all know, the pertinent bibliography. The Archives of the State at Rome possesses a complete, or nearly complete, bibliography [of items] which concern it, and proposes to publish it in its entirety as soon as it can arrange for the material means of doing so. In the meantime, as a beginning and a sample, we believe it appropriate to publish in the pages of this review the bibliography of the last three years (1935-37)." The wide cultural use to which archives are now put is clearly shown from the titles which are arranged alphabetically under the authors' names.

Amministrazione degli Archivi di Stato (Administration of the Archives of the State). Pp. 45-66.

The pertinent information supplied by the administration is listed under the following self-explanatory rubrics: *Atti del Consiglio per gli Archivi del Regno* (Acts of the Council for the Archives of the Kingdom), *Doni e depositi di archivi privati* (Gifts and deposits of private archives), *Acquisti di archivi e documenti* (Acquisitions of archives and documents), *Versamenti* (Transfers), *Ordinamenti, inventari, regesti, ecc.* (Classifications, inventories, digests, etc.), *Bibliografia* (Bibliography), *Notizie riguardanti il personale degli Archivi di Stato* (Notices regarding the personnel of the Archives of the State). The bibliographical section (pp. 57-64) lists separately the official publications of the archives and those of the staff members.

*Ricerche archivistiche per la storia dell'arte* (Archival researches in the history of art)

AGNELLO, GIUSEPPE, Un architetto ignorato del sec. XVII: Luciano Caracciolo (An unknown architect of the seventeenth century, Luciano Caracciolo). Pp. 67-73.

The first installment of a biographical sketch.

*Corrispondenze* (Correspondence)

*Third Annual Report of the Archivist of the United States (1936-1937)*, I. Pp. 74-80.

The first installment of extracts (in English) which give the main points of the report.

*Archivi*, Ser. II, v (1938), No. 2

*Compendia*

Pp. 81-82.

CENCETTI, GIORGIO, "Archivio"; progetto di "voce" per vocabolario, di Charles Samaran; traduzione e osservazioni (Archives: project of an article for a glossary of terms, by Charles Samaran; translation and comments). Pp. 83-90.

Samaran's article, which appeared in *Revue de Synthèse*, LVIII (1938), 39-43, is a short compilation of ideas on the etymology and history of the word, on archival problems, together with a few definitions. Cencetti's comments (pp. 87-90) are really objections to many of Samaran's points.

GENTILE, EGILDO, Documenti provenienti dalla Regia Camera della Sommaria relativi ai castelli del già Regno di Napoli (Documents from the Regia Camera della Sommaria relative to the castles of the former Kingdom of Naples). Pp. 91-98.

An inventory of documents from the sixteenth to the eighteenth centuries which are of prime importance for the history of the castles and of the warfare of the day.

Amministrazione degli Archivi di Stato (Administration of the archives of the state). Pp. 99-123.

One section, "Archivi di Stato e Archivi Provinciali di Stato" (Archives of the state and provincial archives of the state), contains a series of detailed tables showing the use made by various classes of students of the various archival depositories.

*Ricerche archivistiche per la storia dell'arte*

AGNELLO, GIUSEPPE, Un architetto ignorato del sec. XVII: Luciano Caracciolo, II. Pp. 124-139.

This concluding half of the sketch begun in the previous number contains the text of the documents used.

GOLZIO, VINCENZO, Il testamento di Martino Longhi Juniore, I (The will of Martin Longhi, Jr.). Pp. 140-141.

It is the writer's intention to examine in detail the provisions of Longhi's will (and the items of the catalogue appended thereto) in which he left his many *objets d'art* as a nucleus for a public museum. This first installment contains only a digest of the will.

*Archivi esteri* (Foreign archives)

SIGNORELLI, LUIGI, Disposizioni sulle "Carte pubbliche" in Francia (Regulations concerning public papers in France). Pp. 142-144.

The author discusses, and suggests for adoption by Italy, the recent French law which requires all "public papers," a term very broadly defined, to be deposited in the archives.

*Corrispondenze*

*Third Annual Report of the Archivist of the United States (1936-1937)*, II. Pp. 145-152.

The second installment of the digest begun in the previous number and to be continued in a subsequent one.

*Archivi*, Ser II, v (1938), No. 3

LA REDAZIONE, Mario Recchi. Pp. 153-154.

A highly eulogistic necrology of a man who did much for the scholarly development of archival science in Italy, and, in particular, gave its present character to the *Archivi*.

*Compendia*

Pp. 155-156.

GUASTELLA, NUNZIO G., L'archivio della cancelleria presidenziale in Milano, 1815-1859 (The archives of the governor's chancellery in Milan, 1815-1859). Pp. 157-178.

"It embraces the documents which we may call administrative . . . that is, correspondence with the central government at Vienna, with the vice-regal chancellery, with the police administration, with the military authority, and with the provincial authorities, in addition to the reports and *précis* which the chiefs of various services presented from time to time. This archives is to a large extent preserved in its original state, but there

are lacunae and disarrangements resulting, perhaps, in part from the initiation (fortunately quickly abandoned) of a subject classification, and in part from the transfers and from preordained eliminations." The author reviews the life and times of the period as revealed in the archives. Four appendices (pp. 174-178) contain inventories of various small collections.

CANALI, GUIDO, L'archivio del magistrato mercantile di Bolzano (The archive of the merchants' magistrate at Bolzano). Pp. 179-185.

The merchants' magistrate was instituted in 1633-1635 to regulate the business relations between merchants from Italy and central Europe who had been meeting at fairs since the eleventh century. The archives, which are still nearly complete, are in German and Italian, although the institution (which continued until 1851) was essentially Italian. The author, who is in the R. Archivio di Stato at Bolzano, says in conclusion, "the summary list [pp. 182-184] which we present, while respecting in general the disposition given by the [previous] arranger, still contains some modifications, transfers in position, and some additions, and is treated with a more detailed and extensive registration of the documents which we have accomplished by virtue of our office."

CASSANDRO, GIOVANNI ITALO, Il regolamento delle rappresaglie a Napoli sotto gli Angioini (The regulation of reprisals at Naples under the House of Anjou). Pp. 186-193.

The author publishes in full (pp. 191-193, small type) with introductory discussion, a document of 1323 relating to the matter of "reprisals," that is, the forced restitution, by a state or the individuals thereof, of property damages incurred by merchants of one state at the hands of citizens of another.

PAGANO, LUIGI ANTONIO, L'archivio gentilizio dei Principe di Linguaglossa donato allo Stato (The family archives of the princes of Linguaglossa given to the state). Pp. 194-200.

A carefully documented article on the family, and on the archives (fifteenth to nineteenth centuries) presented to the state archives at Palermo in 1930. The documents, contained in 162 volumes and 188 bundles, may be divided into three large groups: (1) Heraldic and genealogical items relating to the family; (2) documents relating to feudal goods and rights of the family and of others; (3) miscellaneous items relating to family properties (wills, dower lists, legal papers, accounts, etc.).

*Recensioni* (Book reviews)

Pp. 201-206. The books are all Italian and relate mainly to local archives or Italian history.

*Ricerche archivistiche per la storia dell'arte*

GOLZIO, VINCENZO, Il testamento di Martino Longhi Juniore, II. Pp. 207-208.

This second and final installment contains the documents.

*Corrispondenze*

*Third Annual Report of the Archivist of the United States (1936-1937)*, III. Pp. 209-216.

*Archivi*, Ser. II, v (1938), No. 4

*Compendia*

Pp. 217-218.

GIUSSANI, ACHILLE, Giovanni Vittani. Pp. 219-232.

A eulogy by a colleague of the man who held the chair of palaeography at the University of Milan (1908-1927), and the directorship of the royal archives at Milan (after 1920), accompanied by a bibliography (pp. 226-232) of Vittani.

FILANGIERI, RICCARDO, Restauri e riordinamenti nel R. Archivio di Stato di Napoli (Repairs and remodeling in the Royal Archives of State at Naples). Pp. 233-242.

A narrative article detailing the problem of archivist and engineer in refitting an old monastery as a "modern" archival depository. Details of construction, fireproofing (where complete rebuilding made it possible), installation of modern shelving, location, by rooms, of various special collections are given. There are three photographs.

MAZZOLENI, JOLE, Le pergamene del Castelcapuano di Napoli (The parchment manuscripts of Castelcapuano at Naples). Pp. 243-247.

The collection, which is well preserved, and contains items from the thirteenth to the eighteenth century (s. xiii, 1; s. xiv, 24; s. xv, 75; s. xvi, 629; s. xvii, 223; s. xviii, 31), "offers to the student a vast field of historical, legal, and political investigations."

Amministrazione degli Archivi di Stato. Pp. 248-253.

Notes on remodeling and maintenance repairs at various archival depositories throughout Italy, and on personnel changes.

Archivi notarili (Notarial archives). Pp. 254-257.

A reprint of a questionnaire, with covering note, ordered by the ministry so as to ascertain the pertinent information upon which to base plans for the better conservation of the notarial archives. Archivists are required to list (1) the quantity (number of volumes by centuries), (2) the classification (in detail, with any changes), (3) physical housing (book-cases, shelving, etc.), (4) present state of preservation (damage, if any, and means of remedy), (5) the nature and location of the archival depository building, (6) documents not notarial also in the depository (nature, amount, etc.), (7) notice of any publications of an historical nature regarding the archives (full bibliographic data).

*Ricerche archivistiche per la storia dell'arte*

RE, EMILIO, Materiali per la storia della nuova sede dell'Archivio di Stato in Roma: La Sapienza, II (Materials for the history of the new seat of the Archives of the State at Rome: La Sapienza, II). Pp. 258-264.

A brief statement regarding the architect, and the structure of the building, erected in 1650, now occupied by the archives. The appendix (pp. 260-264) lists the itemized accounts, as of May 8, 1652, for the work done.

*Corrispondenze*

*The Ninety-eighth Report of the Deputy Keeper of the Public Records* (1936). Pp. 265-275.

The *Report* is given in English.

*Indice* (Index)

Pp. 277-278. An alphabetical (author) list of articles, notes, reviews, compendia for the volume.

LESTER K. BORN

France

*Archives et Bibliothèques*, IV (1939), No. 1

COTTON DES HOUSSAYES, ABBÉ J.-B., [Bibliothécaire de la Sorbonne, 1780- ], Devoirs et qualités du bibliothécaire (Duties and qualities of the librarian). Pp. 7-11.

The speech made in Latin on December 23, 1780, by the newly elected librarian of the Sorbonne, and here reprinted for the fourth time in French. "A librarian really worthy of the name should, if I may say so, have previously explored all the regions of the domain of letters so as to serve later as a guide and faithful pilot to all who want to go through it. And although I have no thought of putting the science of bibliography, which is nothing but an exact and reasoned knowledge of the products of the spirit, above all other sciences, still I will be permitted to consider this science as the chief of all the others, their guide to light them with its torch. . . . So the conservator of a library, whatever it may be, will be no stranger to any of the divisions of science—letters sacred and profane, beaux-arts, exact sciences, all will be familiar to him. Assiduous and indefatigable worker, profoundly devoted to letters, his unique and permanent purpose will be to assure their advancement."

LESORT, ANDRÉ, [Archiviste en chef de la Ville de Paris et du département de la Seine, membre de la Commission supérieure des Archives], Quelques moyens d'assurer la conservation des archives (Some means of assuring the preservation of archives). Pp. 12-26.

After a general remark that archival materials should not be sorted by size, and that shelving (preferably metal) should be adequate in size for any format, the author presents his major comments under eleven heads: (1) The archival depository should be erected by an architect who is a specialist in the problems involved; (2) against dampness the best defenses are drainage, solid roofs, adequate heating; (3) direct sunlight is bad; (4) ventilation, or, if possible, air conditioning, is essential to preventing excess humidity or excess aridity; (5) against dust the best weapon is a vacuum cleaner; (6) to prevent fire it is best to house offices and public rooms in a wing separated by fireproof doors and air space from the stack wells, and certainly to be careful of electric wires, heating apparatus, etc.; (7) against insects metal shelves, air conditioning, and insecticides are effective; (8) the usual precautions should be taken against rodents; (9) careful watch should be kept over readers; (10) the original quality of the material is very important; (11) the quality of paper should be specified for each type of document, and indelible ink, especially for typewriters, should be required. The author concludes by recommending the establishment "of an information center for the archival service. This center would include a library containing the French and foreign publications on the methods of classification of public and private archives, on the material organization of archival depositories, on the manufacture of paper, on the agents destructive of papers and bindings, on the remedies for this destruction. . . . The information which would be evolved from the work of the information center would be diffused either by means of special publications . . . or by means of professional periodicals such as *Archives et Bibliothèques*. . . ."

*Archives*

Pp. 27-28. News notes.

*Bibliothèques*

Pp. 29-60. This long section is composed of short notes on library construction, professional meetings, special problems (e.g., the blind) in some fourteen countries and colonies.

*Documentation*

Pp. 61-66. Henri Lemaître contributes two items: a brief report of the Fourteenth International Conference on Documentation held at Oxford, September 21-26, 1938 (papers and proceedings already published); a brief statement of the organization of the Centre International d'Information Économique — files classified by persons, subjects, regions, catalogue, subject index, etc. The remaining two items detail the composition of the Union Française des Organismes de Documentation, and note the publication of a Swiss guide to documentation centers in Switzerland.

*Enseignement*

Pp. 67-68. Two items list the questions in the examination for librarian held in Paris, and report the enrollment and curriculum at the Library School of the University of London.

*Nécrologie*

Dacier, Émile, Louis Royer. Pp. 68-70.

A eulogistic account of the life and works of a prominent French librarian.

Vaux de Foletier, F. De, Paul le Cacheux. Pp. 70-72.

A detailed appraisal of the work and publications of the director of the Archives de la Seine-Inférieure.

*Associations*

P. 73. Brief statements of the meeting of the Association des Archivistes Français, where the problem of protecting archives in war was discussed, and of the meeting of the Société de l'École des Chartes, where the problem of eliminating records was discussed.

*Correspondence*

P. 74. J. de Font-Réaulx, *Archiviste de la Drôme,* discusses the minor inconveniences caused his archives as a result of the order designating departmental archives as the legal depositories for copyrighted publications.

*Législation*

Pp. 75-76. A presidential decree modifying the composition of the *Comité Consultatif* of the Bibliothèque Nationale is printed.

*Bibliographie*

Pp. 76-81. Recent publications.

*Comptes rendus*

Pp. 81-88. The only item dealing with archival theory is H. G. T. Christopher, *Palaeography and Archives, a Manual for the Librarian, Archivist and Student,* reviewed favorably by Léonce Celier.

Lester K. Born

## Portugal

In October, 1914, the *Inspeção das Bibliotecas Eruditas e Arquivos* of Portugal published the first number of its quarterly, *Anais das Bibliotecas e Arquivos* (Annals of libraries and archives). The first series contained articles on problems in library and archival fields, on manuscript and document collections, historical studies, etc. This series ceased in April, 1917. In January, 1920, "after an interruption of some months," as the management states it, publication was resumed under the full title *Anais das Bibliotecas e Arquivos, revista trimestral de bibliografia, bibliologia, biblioteconomia, bibliotecografia, arquivologia,* etc. (Annals of libraries and archives, a quarterly review of bibliography, bibliology, library economy, discussions of libraries, archival science, etc.). Volume XI appeared irregularly. Each volume, as well as each number, has a detailed table of contents. The year 1936-1937, analyzed below, is the latest available.

*Anais das Bibliotecas e Arquivos,* XII (1936), Nos. 45, 46

DANTAS, JÚLIO, Crónica, o arrolamento da livraria da Manisola (Chronicle; the catalogue of the library of Manisola). Pp. 5-8.

A report on the classification by state officials of a large private library of incunabula, manuscripts and documents of importance for local history.

PIRES DE LIMA, DURVAL, Domingos Correia Botelho, pretendente (Domingos Correia Botelho, pretender). Pp. 9-15.

New facts about the grandfather of the novelist Camillo Castello Branco, Visconde de Correia Botelho.

DANTAS, JÚLIO, Biblioteca erudita e arquivo distrital de Leiria (The reference library and district archives of Leiria). Pp. 16-17.

A report on the poor housing conditions found by the inspector and sent to the minister.

GIRARD, ALBERTO, As "Ordenações de D. Duarte" (The "Laws" of Dom Duarte). Pp. 18-22.

Detailed notes on a fifteenth-century manuscript of royal "laws."

[BOTELHO DA COSTA VEIGA, A., ATAÍDE E MELO], Inventário dos incunábulos da Biblioteca Nacional de Lisboa (Inventory of the incunabula in the National Library at Lisbon). Pp. 23-32.

Museu arqueológico anexo á biblioteca publica de Évora (The archaeological museum connected with the public library of Evora). P. 33.

The decree separating the museum from the library and joining it to the regional museum in the same city.

O programa das novas instalações da Biblioteca Nacional (The program for renovations in the National Library). Pp. 33-40.

An introductory statement (two pages) precedes the specific and detailed recommendations which are accompanied by a plan.

Manuscritos portugueses existentes na Biblioteca Nacional do Rio de Janeiro (Portuguese manuscripts in the National Library at Rio de Janeiro). Pp. 41-50.

A list, grouped by the cases in which found, without alphabetical or subject classification.

PIRES DE LIMA, DURVAL, Duas publicações da Biblioteca Nacional (Two publications of the National Library). Pp. 50-52.

*Legislação* (Legislation)

Pp. 53-80. A series of reprints of laws and decrees affecting libraries or archives and their personnel in Portugal. The first item (pp. 53-57) is the decree of December 21, 1932, which provides (Art. 1) that "the course for librarian-archivist, intended primarily to furnish the professional preparation of the higher personnel of libraries and archives, will extend over two years and consist of the following disciplines which will be taught twice weekly: First year, (*a*) bibliology and bibliography, (*b*) archival science and archival economy, (*c*) library economy, (*d*) palaeography (first part), (*e*) numismatics; Second year, (*f*) diplomatics and sphragistics, (*g*) palaeography (second part), (*h*) sources of Portuguese history, (*i*) archaeology of art and iconography."

*Anais das Bibliotecas e Arquivos*, XII (1937), Nos. 47, 48

DANTAS, JÚLIO, Chrónica, a exposição horaciana da Biblioteca Nacional (Chronicle; the Horace exhibition at the National Library). Pp. 81-83.

*Descriptive comments.*

DANTAS, JÚLIO, Propriedade intellectual, a adesão de Portugal ao Acto de Roma de 2 de Junho de 1928 (Copyright; the adherence of Portugal to the Act of Rome, June 2, 1928). Pp. 83-93.

A discussion of the points involved (pp. 83-87) followed by the official Portuguese translation of the text of the treaty.

VASCONCELOS, BASÍLIO DE, A proposito da secção notarial do Arquivo Distrital do Porto Apropos the notarial section of the District Archives of Porto). Pp. 94-104.

After a brief argument in favor of the interest inherent in materials submerged in notarial documents, the author devotes his attention to internal politics, 1820-1834, as revealed therein, and concludes (pp. 100-104, small type) with the publication of several documents.

Inventario dos incunábulos da Biblioteca Nacional de Lisboa, em continuação (Inventory of the incunabula in the National Library at Lisbon, continued). Pp. 105-112.

Arquivos distritais, estado das encorporaçoes no primeiro trimestre de 1937 (District archives, state of amalgamations in the first quarter of 1937). Pp. 113-136.

Check lists, submitted by district archivists, of materials newly transferred from parish, notarial, and legal depositories, in accordance with instructions in December, 1936.

GIRARD, ALBERTO, Um manuscrito do século XV; a chrónica do Conde D. Duarte de Menezes (A manuscript of the fifteenth century; the chronicle of the Count, Dom Duarte de Menezes). Pp. 137-138.

Notes on the manuscript by the late librarian of the Palácio das Necessidades where it was formerly kept.

*Legislação*

Pp. 139-146. Two items (pp. 142-146) relate (*a*) to the establishment of an archival course at the University of Coimbra and, (*b*) to the abolition of the special archival school at Lisbon with the attendant transfer of courses and students to the university.

MARQUES JÚNIOR, HENRIQUE, Algumas achêgas para uma bibliografia infantil (Some contributions toward a bibliography of children's books). Pp. 147-160.

The continuation of a descriptive list of juvenile collections begun in Numbers 41 and 42, and to be continued at a later date.

LESTER K. BORN

# ABSTRACTS OF ARCHIVE PUBLICATIONS

## Eastern Europe

### Russia

The trends in international political, economic, military, as well as in archival matters are probably more strongly reflected in Soviet archival literature than in that of any other country. The Soviet Union has altered its original policy of confining its interest solely to internal archival affairs. In recent numbers of *Arkhivnoe Delo* attention has been devoted to archival activities and developments beyond the boundaries of Soviet Russia. Scholarship, although still definitely tinged with party ideology and politics, is gaining ascendancy. For example, the Historico-Archival Institute of Moscow announces a competitive examination for professors and assistant professors in the provinces of history of the USSR, of general history, of medieval history, of historiography, of the theory and technique of archival science, of foreign languages, and of "archival science in capitalistic countries." Special emphasis is being placed upon news and the work of military archives both in the Soviet Union and abroad. One of the requirements for registrants in the course of study for historian-archivists given by the Historico-Archival Institute is "a certificate of military status." The Soviets are also linking the present with the past in a manner that is not usual in other countries. For example, current administrative reports of Soviet state agencies, and addresses delivered by political leaders are being published in the archival journals, *Arkhivnoe Delo* and *Krasnyi Arkhiv*, along with other documents usually considered archival in the terminology of Western Europe.

*Arkhivnoe Delo*, XLVIII (1938)

Postanovlenie TSK VKP(b); O postanovke partiïnoï propagandy v sviazi s vypuskom *Kratkogo kursa istorii VKP(b)* (The decisions of the Central Committee of the All-Union Communist Party, regarding the formulation of Party propaganda in connection with the publication of a *Brief course in the history of the All-Union Communist Party*). Pp. 1-18.

An announcement by the Central Committee of the publication of a history of the Communist Party designed to serve (1) as the official manual of the party for the interpretation of the policies of the party and Marx-Leninism "which does not permit any other arbitrary interpretations . . . of the party's theory and history such as occurred in a series of textbooks previously published; (2) to bridge the widening gap in propaganda work between Marxism and Leninism which resulted in Leninism being considered a doctrine separate from Marxism . . . overlooking the fact that Marxism is the foundation of Leninism, without which Leninism is not understandable; (3) to offset certain old manuals which expounded the history of the party, aimed at the education of party members, primarily on the basis of historical personages, and to propound the history of the party on the basic Marx-Leninist ideas with a view to educating party members in them; (4) to liberate Marxist literature from simplification and vulgarization in interpreting questions of Marx-Leninist theory and of party history, such as the victory of socialism in Russia, the character of wars in the present epoch—the difference between just and unjust ones, and erroneous views of the bolsheviki as a variety of 'pacifists' . . . false notions about the Soviet government, thus lowering the rôle and significance of the socialist state as the chief weapon in the hands of the proletariat for the victory of socialism and the defense of socialist victories of the workers from capitalistic surroundings; (5) to demonstrate the power and significance of the Marx-Leninist theory, scientifically disclosing the laws of social development and the adaptation of these laws for the direc-

tion of the revolutionary activity of the proletariat, being developed and perfected constantly . . . to replace separate archaic regulations and deductions by new ones corresponding to new historical conditions; (6) to assist party members engaged in theoretic and propaganda work to reorganize, to better the quality of their work, to overcome their own theoretic backwardness, to eliminate the shortcomings and defects in their ideological preparedness, and to elevate propaganda to its proper high position."

The remainder of the article is devoted to discussions of the basic defects in propaganda work and to the formulation of means of remedying them.

IURCHENKO, A., Novyĭ uchet arkhivnykh materialov i izuchenie istorii uchrezhdeniĭ-fondoobrazovateleĭ (New registration of archival material and the study of the history of *fonds*-creating institutions). Pp. 19-33.

A detailed discussion of sources of Russian administrative history in relation to archival work of registering and inventorying, and the problems connected with the compilation of a card-catalogue of archival materials.

VARSHAVSKIĬ, V., Obzor materialov po fondu "Oblastnoe upravlenie Podmoskovnogo ugol'nogo basseĭna, Moskougol'" (A survey of the materials of the *fonds* "Regional administration of the near-Moscow coal fields, Moskougol'"). Pp. 34-44.

A general guide to the materials of *Moskougol'* for the period 1916-1926.

DERBINA, A., Soveshchanie aktiva po prorabotke pravil i instruktsiĭ TSAU USSR (Conference of active members on developing regulations and instructions for the Central Archival Administration of USSR). Pp. 45-50.

A report on the findings of the conference and its recommendations for the compilation of instructions for archival work, such as rules and regulations for searchrooms, for inventorying and arranging of files, for inspection of *fonds*, for registration, for preparation of records for publication, and regulations relating to useless papers and to scientific-reference libraries at state archives.

SHAPIRO, A., O revizii; iz praktiki raboty po revizii arkhivnykh materialov v Tsentral'nom gosudarstvennom arkhive narodnogo khoziaĭstva v Leningrade (About inspection; from the practice of inspecting archival materials in the Central State Archives of National Economy in Leningrad). Pp. 51-57.

FOMIN, N., O revizii arkhivnykh materialov (About inspection of archival materials). Pp. 58-66.

The above two articles constitute a discussion of the method of inspecting archival materials based on difficulties encountered in the practical application of the new regulations at the Central State Archives of National Economy in Leningrad (by Shapiro), and a general explanation (by Fomin) of the regulations and methods, with a commentary on the specific problems, deductions, and suggestions of Shapiro.

EK, V., DR., Kamera "Reduron" dlia dezinfektsii bumag i knig ("Reduron" cabinet for disinfecting papers and books). Pp. 67-71.

This article describes and illustrates the disinfection of various forms of records in a new type of portable disinfecting cabinet in which a larger quantity of material may be treated due to a novel arrangement of the records.

STEPANOVA, E., Likvidirovat' posledstviia vreditel'stva v arkhivnom dele Uzbekskoi SSR (To liquidate the results of destructiveness in the archival service of the Uzbek Soviet Socialist Republic). Pp. 72-76.

A general report on the work that is being done to improve the archival service of the Uzbek Republic.

VVEDENSKIĬ, V., Arkhivnoe stroitel'stvo v kazakstane (Archival organization in Kazakhstan). Pp. 77-94.

A general report on the organization, history, archival depositories, and records of the archival service of Kazakhstan.

GLEBOV, S., Raĭonnye arkhivy voronezhskoĭ oblasti (District archives of the Voronezh region). Pp. 95-104.

A report on the history and activities of the district archives of the Voronezh region "organized, in connection with the executive committees of those districts which had the most valuable archival materials, for purposes of 'insuring proper preservation, accumulation, arrangement, and utilization of archival materials of the local subordinate Soviet organic units of *novostroek* (new constructions), *sovkhoz* (Soviet farms), *MTS* (machine and tractor service stations), and *kolkhoz* (collective farms).'"

*Beyond the Border*

PAISOV, N., Arkhivy i arkhivnoe delo v Ispanii (Archives and archival service in Spain). Pp. 105-121.

A comprehensive résumé of the history of archives and the archival service in Spain.

GORDON, S., Vopros o chastnykh arkhivakh v Italii (The question of private archives in Italy). Pp. 122-124.

A typical Soviet commentary on a review by Georges Bourgin in *Archives et Bibliothèques*, 1937-1938, of an article by Alessandro Levi, Italian historian and jurist, devoted to ways and means of preserving the integrity of private archives and making them available for research.

"Recently bourgeois historians have been increasingly interested in the problem of making private archives, which are most important sources for the study of modern history, available for research in capitalistic countries. Levi formulates the problem in this manner.

By the term 'private archives' is meant archives which, in distinction from manuscript collections, have an organic character and reflect the life and activities of families, welfare institutions, and economic enterprises. Levi proposes the following measures to guarantee the safety and the possibility of the study of these archives.

The law should impose upon the present owners of private archives the duty of registering their archives by a written notice to the prefect. The violation of this law should be punishable by a fine, the size of which would depend upon the importance of the archives. The prefect would transmit the notice to the regional archival administration, which would define the character of the registered archives, their importance, method of preservation, and would compile a list of the material contained in these archives at governmental expense, in case the owner of the archives is not willing to accept the expense of compilation of the list.

The owners should make available the lists of materials contained in their archives and permit investigators to examine and to make copies of them at their own expense. The intermediary between the investigators and the owners of private archives would be the director of the state archives, in whom the latter have a qualified representative of the state.

The owners of the private archives may permit work on the materials of their archives on their own premises or in the state archives, or may refuse such permission, indicating the reasons for such refusal.

In case of the death of the owner of the private archives, measures have to be taken to prevent dismemberment of the archival *fonds*. It is necessary in such cases for an agent of the archival administration to determine that the archival *fonds* destined for division is not subject to dismemberment because of its character, and to place the problem before the Ministry of the Interior, through the supreme archives council.

Private archives cannot be disposed of with or without compensation, without the consent of the archival administration and, in cases of such consent, the new owner must guarantee the preservation of the archival *fonds*. Each unauthorized disposition involves a penalty.

When a private archives is bequeathed by a will, the archival administration can interfere and, through proper authorities, can take measures for the preservation of the archives.

Such are the suggestions of Mr. Levi. But by what means a historian and a jurist of fascist Italy expects to reach the realization of his suggestions to curtail private property, on the inviolability of which the foundation of the capitalistic state is based, is incomprehensible to us. Even if Levi succeeds in realizing them, the accessibility of private archives to investigators is still not assured, inasmuch as permission to search materials in these archives would be dependent upon the good will of their owners.

The problem of private archives is not being raised for the first time in Italy. It was first broached in 1867 at the International Statistical Congress in Florence, where the problem regarding the necessity of 'organization for government protection of archives, which are not under government jurisdiction, and of the general statistics of these archives' was discussed. At the same congress, the desirability of concentrating acts of public and private character in archives, and all remaining manuscripts in libraries, was discussed.

Various archivists and historians have written on this subject from time to time: Pannella (1918), Fedele (1934), Bonelli, who proposed on the basis of the law of July 20, 1909, relating to antiquities and art relics, in the section relating to 'objects of furniture, which have historical interest,' to impose upon the owners of manuscripts the duty of registering them within six months' time.

But the problem of the inaccessibility of private archives in Italy, as well as in other capitalistic countries, is not yet solved, and will not and cannot be solved in any way other than by a socialistic revolution as was done in the Soviet Union.

Neither capitalistic countries nor Bourgin seem to have much confidence regarding the solution of the problem of preserving and making private archives available to historians. The latter, in concluding his article, writes: 'The time will come, no doubt, when active legislation will heed the proposals of experts of various countries and will work out a general system, so much desired by scholars, for private archives and their preservation. Awaiting the advent of that moment . . . the new tendencies in the Italian civil law are welcome.' "

*Exchange of Experience*

This section is devoted to the exchange of practical experiences in archival work in the archival agencies of the Soviet Union. The problems encountered in daily work, or in the application of new regulations, and the procedures, processes, and methods of solution are described by the personnel for the general benefit of the archival service.

ALEKSEEV, V., Ob ukazatele dlia navedeniia biograficheskikh arkhivnykh spravok (About indexes for biographical archival references). Pp. 125-130.

KUL'CHINSKIĬ, V., Novyĭ metod arkhivnoĭ tekhniki v uchrezhdeniiakh i na predpriiatiiakh (A new method of archival technique in institutions and in enterprises). Pp. 131-133.

An article dealing with the basic instructions of the Central Archival Administration regarding the transfer, at the end of the operating year, of all completed files from divisions, offices, and sections of state agencies to the general archival department or agency for preservation.

SHOPEN, D., Uproshchenaia restavratsiia arkhivnykh dokumentov (A simplified [method] of restoring archival documents). Pp. 134-136.

A description of a simple method of repairing documents, with two formulas for adhesives, which has been tried out by the Central Archival Administration at Moscow.

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GORDON, S., Novye postupleniia inostrannoĭ literatury po arkhivovedeniiu v biblioteku Istoriko-arkhivnogo instituta im. M. N. Pokrovskogo (Recent acquisitions of foreign literature on archival administration received by the library of the Historico-Archival Institute in memory of M. N. Pokrovski). Pp. 137-138.

A bibliographical list, containing a large proportion of American publications.

MAKSAKOV, V., In memory of M. S. Vishnevskiĭ (1880-1938). Pp. 139-141.

An obituary of one of the older archivists, a specialist in the province of the theory and technique of archival science, and a former professor of the Historico-Archival Institute.

*Chronicle*

G. S., Obshchestvo Amerikanskikh Arkhivistov (The Society of American Archivists). P. 142.

A news note about the organization of the Society of American Archivists, and its publications.

Khranilishche dokumentov na srok do 6000 let (A depository for documents for 6,000 years). Pp. 142-143.

A news note on an article in *Machinery*, X (1938), 705, relating to a proposed underground depository for records.

*Official Part*

Instruktsiia po osobomu uchetu otdel'nykh dokumentov v gosudarstvennykh arkhivakh USSR (Instruction for special registration of separate documents in the state archives of the USSR). Pp. 144-148.

A translation of these instructions was published in THE AMERICAN ARCHIVIST, II (July, 1939), 213-216.

*Arkhivnoe Delo*, XLIX (1939)

Otchetnyĭ doklad tov. Stalina na XVIII s'ezde partii o rabote TSK VKP(b) (Report of comrade Stalin at the eighteenth congress of the party on the work of the Central Committee of the Communist Party of the Soviet Union). Pp. 1-44.

A report to the eighteenth congress of the Communist Party on the internal state of the Soviet Union and its relation to international affairs. The resolution of the congress, unanimously approving the political and practical work of the Central Committee and the report of comrade Stalin, and recommending that all party organizations follow the conditions and tasks as outlined in Stalin's report, appears on p. 45.

LUKOMSKIĬ, V., Gerbovaia ekspertiza; sluchai i sposoby primeneniia (Expert heraldry; cases and methods of use). Pp. 46-76.

A study of European heraldry with copious references to Russian, German, French, English, Ukrainian, Italian, Belgian, Swedish, Polish, and Lithuanian printed sources.

AKHUN, M., Istochniki dlia izucheniia istorii gosudarstvennykh uchrezhdeniĭ tsarskoĭ rossii; XIX-XX vv (Sources for the study of state agencies of Czarist Russia; nineteenth-twentieth centuries). Pp. 77-91.

A discussion of the use of various printed sources of administrative history in answering reference calls regarding the government agencies of imperial Russia in the nineteenth and twentieth centuries.

SHAPIRO, A., Uchastie Rossii vo vsemirnykh vystavkakh XIX i nachala XX vv; tematicheskiĭ obzor arkhivnykh materialov (The participation of Russia in world expositions during the nineteenth and the beginning of the twentieth centuries; a topical survey of materials). Pp. 92-104.

A general guide to archival materials pertaining to Russia's participation in eighteen international expositions between 1851 and 1914. Expositions held in the United States in which Russia took part were at Philadelphia in 1876, at Chicago in 1893, and at St. Louis in 1904 at which an exhibit of the trans-Siberian railroad was Russia's outstanding contribution.

EK, V., Obrabotka arkhivnykh dokumentov v paro-formalinovoĭ vakuum-dezkamere (The treatment of archival documents in a paraformaldehyde vacuum-disinfecting chamber). Pp. 105-114.

MALOKIENKO, N., Pervoe vsesoiuznoe soveschanie nachal'nikov tsentral'nykh i mestnykh voennykh arkhivov (The first All-Union conference of chiefs of central and local military archives). Pp. 115-117.

A brief report of the conference of heads of central and local military archives called on December 20-21, 1938, by the Central Archival Administration of the People's Commissariat of the Interior of USSR. The purpose of the conference was the joint discussion of problems relating to (1) the condition of the archives, (2) the current work, (3) the projects and plans for 1939, (4) the measures for the improvement of the state of the archives, (5) the exchange of experience in the work (known as the socialization of experience in Soviet terminology), and to hear reports on the practices used in organizing materials into *fonds* and the introduction of new forms of registration in accordance with the regulations of 1936.

GORBKOV, A., Arkhivnoe delo v Karelii (Archival affairs in Karelia). Pp. 118-125.

A historical sketch of the archival service of Karelia from April 5, 1922, when the regional executive committee of the Karelian Workers' Commune passed a resolution for the establishment of a regional archival bureau in the Division of National Education with full rights of a subsection; including a general description of archival materials preserved there, and a rather detailed account of the accomplishments in record administration from the time of the establishment of the archival bureau to the present time.

LINSHITS, I., 120 let Tsentral'nogo voenno-istoricheskogo arkhiva (One hundred twentieth anniversary of the Military-Historical Archives). Pp. 126-128.

"February 20, 1939 marked the one hundred twentieth anniversary of the founding of one of Russia's oldest archives. On February 20 (February 7, O.S.), 1819, the Moscow

section of the archives of the *Inspektorskiĭ departament Glavnogo Shtaba* (Inspector's Department of the Main Staff) was established in Moscow. Originally the archival materials were located in the Kremlin building of the Moscow Senate. One of the numerous notes on old lists testifies to the manner of their preservation: 'These dossiers and those indicated below, which were kept under the gallery windows of the Kremlin round room, and were not found at the time of sorting, have rotted.' In 1866 the archives were transferred to the former Lefort palace, where they are still housed today. The purpose of the archives was defined as 'the checking of service records and the furnishing of information.' Originally the archives consisted of dossiers from the abolished War Board and its dispatch office. Later, all materials of military establishments of the eighteenth and nineteenth centuries were transferred to it.

In 1918, in accordance with the Lenin decree relating to the reorganization and centralization of archival service, these archives became a part of the First Division of the Military-Naval Section of the *EGAF* (The Sole State Archival *Fonds*).

On April 7, 1925, by decree of the Central Archival Administration of RSFSR, the Military-Scientific Archives, the archives of the imperial war, and the regional military archives were added to the Lefort archives. This combined group was given the title of Military-Historical Archives. Each archives constituting a part of the combined group has its own individual history.

Thus the archives, later known as the Military-Scientific, was founded in 1797 as the *Depo kart* (Depot of maps). These archives were destined for military-historical development and hence the materials received more precise inventorying than the Lefort archives.

The Military-Historical Archives was confronted by the problem of concentrating and inventorying materials properly which had been scattered previously among several archives. The prerevolutionary inventories were basically of administrative-procedural origin, and did not include the materials of the imperial war. The Central Military-Historical Archives[1] has spent twelve years in inventorying, and at the present time most of the material (about 3,000,000 units of preservation) is inventoried. Along with this work the archives answered innumerable biographical inquiries and many scholarly inquiries for information about various Soviet institutions.

More than 4,500 investigators have worked in these archival materials (3,000 in the prerevolutionary period and 1,500 in the twenty-one years after the revolution), among them Dragomirov, Dubrovin, Myshlaevskiĭ, Maslovskiĭ, Puzyrevskiĭ, Leer, and others. A. S. Pushkin worked with the materials pertaining to the Pugachev's uprising.

Numerous works have been written on the basis of these archival materials regarding the history of wars and of the military art of Russia from the sixteenth to the twentieth century, the colonial policy of Russia in Central Asia and the Caucasus, the peasant movement in the seventeenth to twentieth centuries, the revolutionary movement in the czar's army, and the history of factories and industries.

Archival publishing activity began as early as 1837, when *Zapisky Voenno-Topograficheskogo Depo* (Notes of the Military-Topographic Depot), ten volumes, in all, were published. Later, other series of publications based on archival materials were released.

If prior to the revolution the archival employees were not specialists in archival science and, as expressed by the noted military historian Myshlaevskiĭ, 'were purveyors of original sources and archival tricksters, who with the aid of certain manipulations secured increased tempo in research and astounding shrewdness in solving problems in accordance with the necessity of a given person'; today, quite a different state of affairs exists. All the archival-technical workers (fifty-two persons) are enrolled in the *tekhmini-*

[1] The archives has been known by this name since 1933.

*mum*, a part of them attending the evening intermediate course; and three in the extension course of the Historico-Archival Institute. The scholarly research section consists basically of internes of the Historico-Archival Institute; and of the entire number of thirteen scholarly workers, four are continuing post-graduate studies without interrupting their work.

The organizing of archival materials into *fonds* was started in 1938. The necessity for this had been felt for some time as prior to 1938 only the bulk system of preservation had been used. The annual project quota for this work was 600,000 units of preservation, which was surpassed by nearly 40,000 units. During 1938, 1,099,668 units were inventoried. The work of organizing materials into *fonds* should be completed during 1939.

Recently a series of articles based on archival materials was written by the scholarly workers of the Central Military-Historical Archives on subjects such as, 'The Austro-German Intelligence in Czarist Russia,' 'Espionage During the Seven Years' War, 1756-63,' 'The Fall of Berlin,' 'The Battle of Chesmen,' 'The Biron Rule.' Publications issued were 'The Andizhan Uprising in 1898,' 'Letters of Soldiers on the Eve of the Great Proletarian Revolution,' and others.

At present two volumes of documents on 'The Brusilov Break' and 'The Russo-Japanese War, 1904-05' are in process of preparation."

*Beyond the Border*

KRINVICH, G., Tekhnicheskie usovershenstvovaniia v Natsional'nom (pravitel'stvennom) arkhive SSHA (Technical improvements in the National (government) Archives of the U.S.A.). Pp. 129-140.

An article with illustrations based on the second and third annual reports of the archivist of the United States with special attention to the techniques of repair and preservation, the Division of Motion Pictures and Sound Recordings, and the Division of Photographic Reproduction and Research.

*Exchange of Experience*

PETROV, F., Iz opyta arkhivno-tekhnicheskoĭ obrabotki chertezhneĭ (From experience in archivo-technical treatment of drawings). Pp. 141-148.

A discussion of the methods of handling, inventorying, and arranging drawings necessitated by the difference in nature and form between drawn and written records.

NAZIN, I., and A. NAZAROVA, Fondirovanie materialov v TSVIA (The organization into *fonds* of materials in the Central Military-Historical Archives). Pp. 149-163.

A detailed description of the various problems involved in organizing materials into *fonds* in the Central Military-Historical Archives, based upon actual experiences and practices with an explanation of the procedure involved and the type of personnel utilized for various kinds of work.

POD'IAPOL'SKAIA, E., Soveshchanie nauchnykh rabotnikov gosudarstvennogo arkhiva feodal'no-krepostnicheskoĭ epokhi po voprosu o systematizatsii i opisanii stolbtsov (Conference of scholarly workers of the state archives of the Feudal-Serfdom Epoch regarding the problem of arrangement and description of rolls). Pp. 164-168.

A general report of this conference held for purposes of discussing the problems encountered in arranging, describing, and making available for research the documents (glued together lengthwise and wound into cylindrical rolls) peculiar to the record administration of Russia in the sixteenth and seventeenth centuries.

ORTENBERG, D., Opyt raboty v Tsentral'nom Voenno-Istoricheskom Arkhive nad materialami po mestorozhdeniiam poleznykh iskopaemykh (Experimental work in the Central Military-Historical Archives with materials relating to strata of useful minerals). Pp. 169-178.

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GORDON, S., Review of *Archeion*, XV (1937-1938), the Polish archival journal. Pp. 179-184.

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G. S., Review of Georges Bourgin's article in *Bibliothèque de l'École des Chartes*, XCIX (1938), 425-426, on how the *Archives Nationales* was saved in Paris in May, 1871. Pp. 185-186.

Arkhivnaia kommissiia pri ministerstve natsional'noĭ oborony i voĭny vo Frantsii (The Archival Commission of the Ministry of National Defense and War in France). Pp. 186-187.

"By presidential decree, dated October 25, 1938, an Archives Commission was established in the Ministry of National Defense and War of the French Republic. The task of the commission is the study of all problems connected with the registration and transfer to the Military-Historical Section of the Ministry of War of archives from all units of the French army.

Among the duties of the commission is the development of measures for the improvement of the condition of military archives, relating to the equipment of archival depositories, and to the organization, the systematization, and the safeguarding of the archival materials.

The commission is headed by the chief of the Military-Historical Section. Members of the commission are the representatives of the general secretariat, of the archives, of the comptroller, of the military courts and gendarmerie, of the infantry, of the cavalry and supply service, of the artillery, of the engineers' and the sanitary administrations, of the administration of colonial troops, and also of the referent and the secretary of the Military-Historical Section.

The Minister of War has the right to add other members to the commission, if the work should require it.

All archives having historical interest and relating to periods prior to 1914, with the exception of documents of a technical nature which are needed by sectional armies and administrations, must be placed under the jurisdiction of the Military-Historical Section.

Beginning with 1940, archives originating in the years subsequent to 1914 upon becoming twenty years' old must be transferred annually to the Military-Historical Section. For example, all materials to 1920 are eligible for transfer in 1940, those to 1921, in 1941, and so forth."

Stoleti Tsentral'nogo gosudarstvennogo arkhiva v Anglii (One hundredth anniversary of the central government archives in England). P. 187.

A news note relating to the centenary celebration of the founding of the Public Record Office, with a brief description of the exhibition of documents connected therewith.

OLGA P. PALMER